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ABSTRACT

Designed to provide a listing of suggested resources to support the Project Basic instructional guide on the world of work, this bibliography consists of annotated listings of student-use materials (library books, films, filmstrips, kits, records, games, audio and videotapes, filmloops, transparencies, periodicals, and pamphlets) arranged according to competencies. Separate bibliographies are provided for each of 22 competencies. Each bibliography contains a competency statement, performance objective, grade level, annotated list of print resources, and annotated listing of nonprint resources. Topics of individual resource lists include advantages to be derived from the world of work; ways to enter the world of work; skills, knowledge, and training required for major occupational categories; school subjects helpful in obtaining such skills and knowledge; requirements for employment in specific jobs; matching occupations with personal interests and abilities; qualities employers seek in job applicants; behavior appropriate for particular work situations; job interviews; career planning and decision-making skills; educational opportunities in various careers; and sources of career information. (MN)

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PROJECT BASIC INSTRUCTIONAL GUIDE

INSTRUCTIONAL RESOURCES

VOLUME IV

WORLD OF WORK

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Maryland State Department of Education
The Office of the Superintendent: Project Basic
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1980

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School Library Media Materials
Support for Project Basic

INTRODUCTION

In order to provide the local school systems with a bibliography of suggested resources which would support the Project Basic Instructional Guides, the Project Basic Office and the School Library Media Services Branch, Division of Library Development and Services, agreed to jointly produce a document which suggested materials for each of the competencies in the areas of Citizenship, Survival, and the World of Work. Since each local school system has its own policies and procedures for the evaluation and selection of materials, as well as for their procurement, the document is to be used within each system according to its own criteria.

This bibliography consists of annotated listings of student-use materials (library books, films, filmstrips, kits, records, games, audio and videotapes, filmloops, transparencies, periodicals, and pamphlets) arranged according to competencies and objectives. All items listed were researched to verify their availability at the time of publication. Use of specific materials will depend on the levels of student's skill needs, abilities, and maturity. School personnel will want to preview the materials before use.

The resources listed in this document were compiled by members of the School Library Media Services Branch Staff, based on recommendations from pilot school library media specialists. The following individuals were of assistance in compiling this support document:

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WORLD OF WORK OBJECTIVE 4.1.1.1

The student will identify advantages that individuals can derive from work.

GOAL:

To know and understand the options, opportunities, and requirements of the world of work

COMPETENCY:

Understand the nature, structure, and requirements of work

GRADE LEVEL OF OBJECTIVE:

6-8

PRINT RESOURCES:

Author:	Noble, Iris
Title:	Life on the Line: Alternative Approaches to Work
Copyright Date:	1977
Publisher:	Coward
Interest Level:	7-12
Annotation:	The author examines the negative results of employee discontent - high absenteeism, lack of pride in workmanship, and decreased productivity. Then she examines the ways some companies have come to grips with employee discontent with positive results. Stress is given to sound career education, a lessening of the stigma against certain types of work, and a reorganization of our use of human resources.

NONPRINT RESOURCES:

Series Title:	America: A Self-Portrait
Individual Title:	At Work
Description of Item and Components:	1 filmstrip, 1 cassette, guide
Producer:	Learning Tree
Copyright Date:	1976
Interest Level:	5-10
Annotation:	This series gives a personal view of different aspects of American life through a tour of the country and through interviews with more than twenty-five Americans. Other titles in the series of four are Places We Call Home, At Play, and Ways of Living.

Series Title:	Behind the Scenes
Individual Title:	At the Restaurant; At the Supermarket; At An Animation Studio; At A Pet Shop; At A Basketball Factory
Description of Item and Components:	5 filmstrips, 5 cassettes, guide
Producer:	Barr
Copyright Date:	1978
Interest Level:	4-8
Annotation:	The series looks into the scenes behind the product or business. It provides an awareness of the importance of work to our way of life.

Series Title: Explore
Individual Title: Unit I - Work? Play?; Unit II - Who? What? When? Why?; Unit III - Career Connections

Description of Item and Components: Filmstrips, records or cassettes, guide
Producer: Scholastic
Copyright Date: n.d.
Interest Level: 4-8
Annotation: This series is designed to help students discover what different careers are like. Unit II is a four-part study: personalities and jobs; jobs that fit people's needs and skills; training requirements; and the reasons why people work.

Series Title: Fascinating World of Work: Career Awareness
Individual Title: How to Explore the Fascinating World of Work; Sales; Accounting; Mechanics; Physicians; Firefighters; Law; Electricians; Law Enforcement; Truck Driving; Secretaries; Retail Fashion Buyer; Nursing; Writing; Civil Engineering; Education; Computer Programmer; Machinists; Bankers; Plumbers; Photographers; Laboratory Technology; Commercial Pilots; Hair Stylists/Barbers; Carpenters; Social Workers; Commercial Artists; Printers; Veterinarians; Flight Attendants; Forestry; Real Estate Agents; Welding; Electrical Engineering; Radio/TV Repair; Brick/Stone Masons; Architects; Physicians Assistants; Cooks/Chefs; Home Economists; Travel Agents; Radio/TV Announcer; Pharmacists; Interior Designer; Postal Workers; Geologists; Dental Hygienists; AC/Refrig./Technicians

Description of Item and Components: 48 filmstrips, 48 cassettes, 48 guides
Producer: National Career Consultants
Copyright Date: 1979
Interest Level: 9-12
Annotation: Each program portrays a realistic and accurate work situation. The interviewee discusses advantages and disadvantages of the job and its rating in the community. The first filmstrip deals with the world of work in general terms. It is called How to Explore the World of Work. Each of the other 47 filmstrips deals with one specific job.

Series Title: Understanding Jobs and Careers
Individual Title: Job or Career; It's More Than a Job; In Between Jobs; Planning for the Future

Description of Item and Components: 4 filmstrips, 4 cassettes, guide
Producer: Learning Tree

Copyright Date: 1979
Interest Level: 4-9
Annotation: The vast panorama of jobs and careers is presented - how a job can be made into a career, and how people of all ages plan for a future based on jobs they have or want.

Series Title: Why We Work
Individual Title: Things We Need; Things We Want; Liking A Job; Everyone Works
Description of Item and Components: 4 filmstrips, 4 cassettes, guide
Producer: Learning Tree
Copyright Date: 1977
Interest Level: 4-8
Annotation: The program provides a general introduction to the world of work. It shows how work evolved to satisfy basic human needs and desires and work is something everybody does - even students.

Individual Title: Work Experiences
Description of Item and Components: 1 filmstrip, 1 cassette
Producer: McKnight
Copyright Date: 1977
Interest Level: 6-12
Annotation: The program examines the reasons people get involved in particular activities and how this affects future career choices. Summer jobs are viewed as entrances to careers by many workers.

Series Title: World of Work
Individual Title: Waking Up to A Busy Day; People Who Help Our Communities; What Is Our Economy? Workers and Their Work
Description of Item and Components: 4 color filmstrips, 4 cassettes, guide
Producer: Orange Cherry Media
Copyright Date: 1977
Interest Level: 2-6
Annotation: The program provides career awareness by helping pupils understand today's world in terms of the jobs people do and the economy in which we live.

WORLD OF WORK OBJECTIVE 4.1.1.9

The student will identify ways to enter the world of work

GOAL:

To know and understand the options, opportunities, and requirements of the world of work

COMPETENCY:

Understanding the nature, structure, and requirements of work

GRADE LEVEL OF OBJECTIVE:

9-11

PRINT RESOURCES:

Author:	Gilbert, Sara
Title:	Ready, Set, Go
Copyright Date:	1979
Publisher:	Four Winds
Interest Level:	9-11
Annotation:	This book teaches the reader how to find a career that's right for him or her.

Author:	Keefer, John
Title:	Coping With the Interview
Copyright Date:	1979
Publisher:	Rosen
Interest Level:	7-12
Annotation:	The author includes much information for the job-seeker such as looking, applying, interviewing, and taking tests for jobs.

Author:	Lederer, Muriel
Title:	The Guide to Career Education
Copyright Date:	1974
Publisher:	Quadrangle/The New York Times
Interest Level:	9-12
Annotation:	This book contains a section (pp. 52-63) on apprenticeships. The author describes over 200 occupations indicating the education and training needed, possibilities for advancement, and job requirements.

Author:	Lobb, Charlotte
Title:	Exploring Apprenticeship Careers
Copyright Date:	1978
Publisher:	Rosen
Interest Level:	7-12
Annotation:	This discussion of trades offering apprenticeships describes preparatory high school courses, on the job training, and the life-style of an apprentice, as well

as the occupational outlook. Included are chapters on apprenticeships for women and military training as an alternative.

Author: Lobb, Charlotte
Title: Exploring Careers Through Part-Time and Summer Employment
Series Title: Careers In Depth Series
Copyright Date: 1977
Publisher: Rosen
Interest Level: 8-12
Annotation: From the perspective of summer employment as an educational barometer for career planning, this book gives teenagers advice on finding jobs, profiles of possible job-types in major industries, and reviews laws which affect teenage workers.

Author: Lobb, Charlotte
Title: Exploring Careers Through Volunteerism
Series Title: Careers in Depth Series
Copyright Date: 1976
Publisher: Rosen
Interest Level: 9-12
Annotation: This book presents ways to secure volunteer positions through business and community programs and activities in popular occupations.

Author: McCall, Virginia Nielsen
Title: Civil Service Careers
Copyright Date: 1977
Publisher: Franklin Watts
Interest Level: 7-9
Annotation: Federal and state civil service positions are described. Procedures for applying, requirements for positions, available opportunities, and salary ranges are discussed.

NONPRINT RESOURCES:

Series Title: Labor Unions: What You Should Know
Description of Item and Components: 2 filmstrips, 2 cassettes, 2 records, guide
Producer: Guidance
Copyright Date: 1977
Interest Level: 6-12
Annotation: The program presents an overview of union operations including how apprenticeships work. A wealth of other information about unions is included.

Individual Title: On the Job: Four Trainees
Description of Item and Components: 4 filmstrips, 2 records
Producer: Guidance
Copyright Date: 1971
Interest Level: 9-12
Annotation: This series invites students to identify with four young people in upgrading their situations, such as a nurse's aide to an LPN program. An overview of on-the-job training including candid interviews is included.

Individual Title: Applying for A Job
Description of Item and Components: 16mm film
Producer: GSA
Copyright Date: 1970
Interest Level: 9-12
Annotation: A job applicant, knowing he is in competition with others for a position, prepares himself for the job interview. The interviewer notes that the young man is neat, that he makes a good impression, speaks well, and has good references. After a few glimpses of other applicants, it is obvious who will get the job.

Individual Title: Get That Job: Choosing A Career
Description of Item and Components: 16mm film
Producer: Coronet
Copyright Date: 1975
Interest Level: 9-12
Annotation: This film will help students to be aware of various sources of information about career opportunities, learn some guidelines for integrating individual interests and good information to make a prudent career choice, and observe several young people making realistic job choices based on the above guidelines.

Individual Title: Get That Job: Finding Leads
Description of Item and Components: 16mm film
Producer: Cornet
Copyright Date: 1975
Interest Level: 9-12
Annotation: This film will help students to discern various routes that may be followed to effectively develop job leads; consider several private, public, and government agencies which may assist in finding appropriate job openings; and be conscious of frequently neglected means of discovering job leads.

Individual Title: Get That Job: Handling the Interview
Description of Item and Components: 16mm film
Producer: Coronet
Copyright Date: 1975
Interest Level: 9-12
Annotation: This film will help students to be aware of different ways to prepare for an interview, be familiar with general guidelines for proper dress and appearance on an interview, and learn several do's and don'ts by observing an actual interview.

Individual Title: Get That Job: Line Up Your Interview
Description of Item and Components: 16mm film
Producer: Coronet
Copyright Date: 1974
Interest Level: 9-12
Annotation: This film will help students to be aware of four basic points essential to a good resume, be acquainted with several accepted styles of resumes, be familiar with the content and form of a letter of introduction, and use several guidelines for following up correspondence to line up an interview.

Individual Title: Job Hunt
Description of Item and Components: 16mm film
Producer: AIMS
Copyright Date: 1975
Interest Level: 9-12
Annotation: The film divides the process of getting a job into self-evaluation (What skills do I have to offer?); tapping sources; importance of a neat and complete application; and how to approach a job interview. In dramatizing various job hunt situations, the film demonstrates the several steps in the process to show viewers what they can expect and the do's and don'ts relevant to each.

Individual Title: Job Interview: Three Young Women
Description of Item
Producer: Churchill
Copyright Date: 1967
Interest Level: 9-12
Annotation: Actual job interviews were photographed with a hidden camera. The viewers are asked to judge from the employer's point of view - "Which of these real applicants would you hire - and why?" Designed to provoke discussion about attitudes, goals, preparation for

interviews and jobs - and to help young people see themselves as employers might see them.

Individual Title: Your Job: Applying for It
Description of Item and Components: 16mm film
Producer: Coronet
Copyright Date: 1969
Interest Level: 9-11
Annotation: Interviews with workers of varying ages and education show that the way to apply for a job and get it is by following a planned procedure which includes getting enough good leads, sticking with it, selling yourself, and making the most of what you've got.

Individual Title: Your Job: Finding the Right One
Description of Item and Components: 16mm film
Producer: Coronet
Copyright Date: 1969
Interest Level: 9-11
Annotation: We see how young people can locate jobs suited to their needs and abilities. Time and effort can be saved by a clear appraisal of abilities and interest, as well as past and future training. The film then shows how to organize a plan of action that will get the "right job".

Individual Title: Your Job: Getting Ahead
Description of Item and Components: 16mm film
Producer: Coronet
Copyright Date: 1969
Interest Level: 9-11
Annotation: Experienced workers, interviewed at their jobs, give tips on getting ahead - tips that we see applied by a young man entering a career as a newspaperman. Questions about changing jobs, recognizing dead-end jobs, picking areas for advancement, and planning for additional education are answered frankly and sincerely.

Individual Title: Your Job: Good Work Habits
Description of Item and Components: 16mm film
Producer: Coronet
Copyright Date: 1969
Interest Level: 9-11
Annotation: An interview with two high school graduates on their first full-time jobs helps us recognize work of good quality, done with safety and satisfaction. Good work habits, such as working steadily, concentrating,

and planning ahead can lead to promotion, a raise, and other benefits.

WORLD OF WORK OBJECTIVE 4.1.1.14

The student will identify the skills, knowledge, and training required for major occupational categories.

GOAL:

To know and understand the options, opportunities, and requirements of the world of work

COMPETENCY:

Understanding the nature, structure, and requirements of work

GRADE LEVEL OF OBJECTIVE:

6-8

PRINT RESOURCES:

Author: Marston, Hope Irvin
Title: Trucks, Trucking and You
Copyright Date: 1978
Publisher: Dodd
Interest Level: 6-9
Annotation: This close-up view of the world of truckers and their rigs explains how to prepare and qualify for trucking jobs.

Title: Occupational Briefs and SRA Occupational Brief Update Service
Copyright Date: 1975
Publisher: SRA
Interest Level: 6-12
Annotation: This set includes up-to-date descriptions of individual jobs including qualifications, training, earnings, and outlook, plus selected references. The Update Service provides for the Briefs to be revised every 5 years.

Author: Parker, Rolland S.
Title: Psychology and Counseling Careers
Copyright Date: 1977
Publisher: Franklin Watts
Interest Level: 7-10
Annotation: This book explores different areas of psychology and counseling, and describes the required training, education, and possible salary for some jobs in the field.

Author: Splaver, Sarah
Title: Your Career If You're Not Going to College
Copyright Date: 1971
Publisher: Messner
Interest Level: 7-12
Annotation: The author shows the students how to evaluate their interests and abilities, how to match their qualifications with the requirements in the major job categories described,

how to choose and obtain the job where they can achieve both success and self-fulfillment, and how to hold their job and advance in it.

Author: Splaver, Sarah
Title: Paraprofessions: Careers of the Future and the Present
Copyright Date: 1972
Publisher: Messner
Interest Level: 6-12
Annotation: The author discusses career opportunities on the paraprofessional level. Jobs that require less education and training than those with professional status, in such fields as law, engineering, and medicine are described. The list of educational institutions which offer special programs has great vocational guidance value for students.

Author: Stilley, Frank
Title: Here Is Your Career: Airline Pilot
Copyright Date: 1978
Publisher: Putnam
Interest Level: 6-9
Annotation: The career possibilities in commercial and military aeronautics are described, detailing the qualifications, training, and work load involved. Possibilities for women as well as men are discussed. Armchair flying buffs and career hopefuls will find the insight and specifics worthwhile.

Author: Waters, John F.
Title: Maritime Careers
Copyright Date: 1977
Publisher: Franklin Watts
Interest Level: 7-9
Annotation: Maritime careers are discussed outlining the duties, training, salaries, opportunities, etc.

Author: United States. Bureau of Labor Statistics
Title: Occupational Outlook Handbook
Copyright Date: n.d.
Publisher: U.S. Government Printing Office
Annotation: This reference contains current and accurate career information. It contains specific information about education and training requirements, employment outlook, places of employment, earnings, and working conditions for over 700 occupations. First published in 1949, biennial revisions keep the information current.

NONPRINT RESOURCES:
Series Title: Allied Health Careers
Individual Title: Emerging Specialties: Emergency Medical Technician

and Physicians Assistants; Diagnostic Technologists and Technicians; Therapy and Rehabilitation; Medical Records and Health Care Administrator

Description of Item and Components: 4 filmstrips, 4 cassettes, guide
Producer: McGraw
Copyright Date: 1978
Interest Level: 7-12
Annotation: This filmstrip program introduces students to career potentials and encourages them to examine their own interests and abilities. Series includes actual interviews with people in the field who talk about what they like and dislike about their jobs, what they regard as the most exciting, and the challenges and opportunities available.

Series Title: Building a Future
Individual Title: Building a Future in the Carpentry Trades; Building a Future as a Bricklayer; Building a Future as an Electrician; Building a Future as a Plumber or a Pipefitter

Description of Item and Components: 4 filmstrips, 4 cassettes, guide
Producer: McGraw
Copyright Date: 1978
Interest Level: 7-12
Annotation: This career education program introduces students to career potentials and encourages them to examine their own interests and abilities. Series includes actual interviews with people in the field.

Series Title: Career Awareness: Part III
Individual Title: Inside Insurance; People Behind the Product; Farm & Field; Focus on Food

Description of Item and Components: 4 filmstrips, 4 cassettes
Producer: Educational Activities
Copyright Date: 1976
Interest Level: 4-8
Annotation: Filmstrips introduce children to the great diversity in the world of work and the need for many talents. The filmstrips illustrate specific job responsibilities, educational background, and advancement opportunities.

Series Title: Job Survival Skills
Individual Title: Job Seeking Skills; Introduction - Education and Training; From Which Point of View - Self-Concept and Employment; Communication - You and Your Supervisor - You and Your Co-Workers; Job Seeking Skills; Personal

Appearance; Resume-Application; Interview - Summarizing

Description of Item and Components: 13 filmstrips, 13 cassettes
Producer: SVE
Copyright Date: 1978
Interest Level: 7-12
Annotation: This series of filmstrips describes skills needed in getting and keeping a job.

Series Title: COPS: California Occupational Preference System
Individual Title: Occupational Cluster Charts
Description of Item and Components: Wall-sized, set of 14 charts
Producer: Edits
Copyright Date: 1974
Interest Level: 4-9
Annotation: This series of charts is well illustrated with cartoons depicting various jobs in each cluster. One side of each chart contains job titles and the other side contains cartoons. The charts are very useful for career stations.

Individual Title: Just a Secretary
Description of Item and Components: 1 filmstrp, 1 record
Producer: Educational Activity
Copyright Date: 1966
Interest Level: 9-12
Annotation: This filmstrip discusses the many duties and responsibilities of the secretary and the high value business places on excellent secretarial work.

Series Title: Livelyhoods: Careers for Your Lifestyle
Individual Title: Introduction; Health; Manufacturing; Marine Science; Marketing & Distributing; Public Services; Transportation; Recreation & Hospitality; Personal Services; Fine Arts; Environment; Consumer and Homemaking Education; Agribusiness and Natural Resources; Construction; Business and Office; Communication & Media

Description of Item and Components: 16 cassettes, 16 filmstrips, guide
Producer: Houghton Mifflin
Copyright Date: 1974
Interest Level: 8-12
Annotation: The purpose of this set of sound filmstrips is to present dynamic overviews of workstyles. Sixteen

different areas of work (90 different careers) are explored according to six objectives: general common aspects of the entire occupational cluster, distinctive characteristics of selected occupations, training and educational requirements, job traits, working conditions, and job outlooks. The areas of work were established according to the Office of Education Clusters and related to the DOT. Excellent for individualized learning.

Individual Title: Take a Letter...From A to Z
Description of Item and Components: 16mm film
Producer: McGraw
Copyright Date: 1967
Interest Level: 7-12
Annotation: The film features a large cast of secretaries and employers who acquaint viewers with the many exciting and renumerative opportunities in the secretarial profession.

WORLD OF WORK OBJECTIVE 4.1.1.15

The student will identify school subjects which help develop skills, knowledge, and training in specific occupations.

GOAL:

To know and understand the options, opportunities, and requirements of the world of work

COMPETENCY:

Understanding the nature, structure, and requirements of work

GRADE LEVEL OF OBJECTIVE:

6-8

PRINT RESOURCES:

Series Title: Aim High Vocational Guidance Series (Some books in the series are available in large type edition)

Individual Titles and Authors:

Aim for a Job As an Electronic Technician. John E. Keefe. 1978
Aim for a Job in a Business Office. Phyllis Peck and Gilbert J. Kondel. 1979
Aim for a Job in a Hospital. Weir R. Kirk. 1968
Aim for a Job in a Small Business Occupation. James Hahn and Lynn Hahn. 1980
Aim for a Job in Air Conditioning and Refrigeration. Donald F. Daly. 1968
Aim for a Job in Appliance Service. John Keege. 1977
Aim for a Job in Automotive Service. Dawson Taylor and James Bradley. 1977
Aim for a Job in Cartooning. Adeline Fixman. 1976
Aim for a Job in Cattle Ranching. Oren Arnold. 1971
Aim for a Job in Drafting. Fred J. Delong. 1969
Aim for a Job in Graphic Design - Art. rev. ed. S. Neil Fujita. 1979
Aim for a Job in Restaurants and Food Service. James Westbrook. 1978
Aim for a Job in the Record Business. Rick Mitz. 1977
Aim for a Job in the Construction Industry. James Hahn and Lynn Hahn. 1978
Aim for a Job in the Allied Health Field. Fenton Keyes. 1974
Aim for a Job in the Medical Laboratory. Moira D. Reynolds. 1972
Aim for a Job in the Bakery Industry. Desmond O'Connell. 1967.
Aim for a Job in the Building Trades. Donald F. Daly. 1970
Aim for a Job in the Iron and Steel Industry. John W. Sullivan. 1969
Aim for a Job in the Printing Trades. James Hahn and Lynn Hahn. 1979

Aim for a Job in the Textile Industry. Sydney M. Cone, Jr. 1969
Aim for a Job in Trucking. John P. MacGill and W.L. Robinson. 1972
Aim for a Job in Watchmaking. Benjamin J. Lipton. 1978
Aim for a Job in Welding. Thomas Berg. 1968
Aim for a Job Working with Your Hands. Ronald D. Todd and Karen Todd. 1975

Publisher: Rosen
Interest Level: 7-12
Annotation: These various titles provide an informative look at various professions and their departments, personnel, working conditions, and qualifications. Also included are lists of schools and recommended courses.

Author: Arnold, Arnold
Title: Career Choices for the '70's
Copyright Date: 1971
Publisher: Macmillan
Interest Level: 7-12
Annotation: In addition to detailing pathways for discovering interests, possible career goals, and the educational opportunities to reach them, this book includes some caution that anyone preparing for a career should keep in mind.

Series Title: Career Concise Guides Series
Individual Titles and Authors:

Agriculture Careers. Guerney. 1978
Alternatives to College. Atkinson. 1978
Art Careers. Louise Horton. 1975
Aviation Careers. Madison. 1977
Banking and Finance Careers. Whatley. 1978
Careers in Engineering and Engineering Technology. McHugh. 1978
Careers in Office Work. Horton. 1977
Careers in Physical Rehabilitation Therapy. Tourne. 1977
Careers in the Beauty Industry. Cassiday. 1978
Careers in the Energy Industry. Kraft. 1977
Careers in the Insurance Industry. Von Gelder. 1978
Careers in the Legal Profession. Swiger. 1977
Careers in the Services. Butterworth. 1978
Careers in the Sports Industry. Fenten. 1977
Careers in Theater, Music and Dance. Horton. 1976
Chemistry Careers. Taylor. 1978
Civil Service Careers. McCall. 1977
Construction Careers. Rudley. 1977
Craft Careers. Brent. 1977
Education Careers. Lawson. 1977

Environmental Careers. James Hahn and Lynn Hahn. 1977
Fashion Industry Careers. Cassiday. 1977
Health Care Careers. Eleanor Kay. 1973
Home Economics Careers. Berger. 1977
Hotel and Motel Careers. Peck. 1977
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Social Work Careers. Granbeck. 1977
Special Education Careers. Huebener. 1977
Travel Careers. Ralph H. Peck. 1976
TV and Radio Careers. D.X. Fenten. 1976
Veterinary Medicine and Animal Care Careers. McHugh. 1977
Writing Careers. Guerney Williams III. 1977
Zoology Careers. Dunbar. 1977

Publisher: Franklin Watts
Interest Level: 7-12
Annotation: These books explain skills, education and training required, opportunities and disadvantages, personal satisfactions, and earning possibilities for each occupation.

Author: Lang, Carole J.
Title: Handbook of Job Facts
Copyright Date: 1972
Publisher: Science Research
Interest Level: 7-12
Annotation: This book offers a summary of facts and figures on earnings, job requirements, trends, and other pertinent data of various occupations. For the counselor and librarian, it can serve as a handy reference source pinpointing the basic features and trends of a variety of significant occupations. The teacher of a course or unit in occupations can use the book to get an overview of the scope and diversity of the occupational structure and as an aid to selecting occupations or job families to be studied. The student can use it as a general guide to work knowledge, a primer of basic occupations, or occupational fields for more intensive exploration.

Objective 4.1.1.15 - Print Resources (continued)

Series Title: Looking Forward to a Career Series
Individual Titles and Authors:

Advertising. Bob Larranga. 1973
Agriculture. 2nd ed. Harold Swanson. 1975
Architecture. William Setzekorn. 1974
Art. 2nd ed. Margaret Gracza. 1976
Building Trades. 2nd ed. Galen McKibben. 1975
Church Vocations. Joan Thatcher. 1976
Computers. 2nd ed. Peter Truenfels. 1975
Cosmetology. 2nd ed. Linda Naley. 1976
Dentistry. 2nd ed. Betty Kane. 1976
Education. Lucile Moses. 1976
Electronics. Louise Greenbaum. 1975.
Engineering. Ronald West. 1974
Environment. 2nd ed. Robert Herbst. 1976
Fashion. Margot Siegel. 1974
Government. 2nd ed. Arvonne Fraser. 1975
Health. 2nd ed. Lucile Moses. 1976
Home Economics. 2nd ed. Jo Nelson. 1976
Medicine. 2nd ed. Betty Kane. 1975
Metals and Plastics. Marilyn Granbeck. 1974
Office Occupations. 2nd ed. Arvonne Fraser. 1977
Radio and Television. 3rd ed. Billi Haeberle. 1978
Sports. 1978
Veterinary Medicine. Helen Gillum. 1976
Writing. 2nd ed. Ethel Tigue. 1976

Publisher: Dillon
Interest Level: 7-12
Annotation: These books explain skills, education and training required, opportunities and disadvantages, personal satisfactions, and earning possibilities.

Series Title: Messner Career Books
Individual Titles and Authors:

Career Choices in Psychology. Sarah Splaver. 1976
Careers in Consumer Protection. Sterling McLeod. 1974
Careers in Environmental Protection. Reed Millard. 1974
Careers in Horticultural Sciences. Rev. ed. Dorothy Dowdell and Joseph Dowdell. 1975
Careers in the Animal Kingdom. Walter Oleksy. 1979
Careers in the Earth Sciences. Reed Millard. 1975
Careers in the Health Field. Rev. ed. Essie E. Lee. 1974
Careers New and Unique. Sarah Splaver. 1979
Challenging Careers in Urban Affairs. Sterling McLeod. 1976
Nontraditional Careers for Women. Sarah Splaver. 1973
On the Job Training and Where to Get It. Rev. ed. Robert A. Liston. 1973

Objective 4.1.1.15 - Print Resources (continued)

Paraprofessions: Careers of the Future and the Present. Sarah Splaver. 1972
Your Career if You're Not Going to College. Rev. ed. Sarah Splaver. 1971
Your Career in Interior Design. Robert V. Doyle. 1975
Your Career in Law Enforcement. Rev. ed. Robert A. Liston. 1973

Publisher: Messner
Interest Level: 7-12
Annotation: These books explain skills, education and training required, opportunities and disadvantages, personal satisfactions, and earning possibilities.

Series Title: Vocational Guidance Manuals (VGM) Career Guidance Books Series

Individual Titles and Authors:

Opportunities in Accounting. Arthur Lodge. 1977
Opportunities in Acting Careers. Dick Moore. n.d.
Opportunities in Advertising Careers. Harry Groome. 1976
Opportunities in Appraising Valuation Science. Dexter MacBride. n.d.
Opportunities in Architecture. Robert Piper. 1975
Opportunities in Banking. Adrian Paradis. n.d.
Opportunities in Biological Sciences Careers. Charles Winter. 1976
Opportunities in Broadcasting. Elmo Ellis. 1978
Opportunities in Building Construction Trades. Michael Sumichrast and Charles P. McMahon. 1976
Opportunities in Carpentry Careers. Roger Sheldon. 1974
Opportunities in Chemical Engineering. D. Joseph Hagerty et al. 1979
Opportunities in Chemistry. Rev. ed. John H. Woodburn. 1978
Opportunities in Chiropractic Health Care. R.C. Schafer. 1979
Opportunities in Civil Engineering. D. Joseph Hagerty and John E. Heer, Jr. 1978
Opportunities in Counseling and Guidance. Katherine Oana. 1979
Opportunities in Drafting. Benjamin Stern. 1975
Opportunities in Electrical and Electronic Engineering. S. Paul Shakleton. 1978
Opportunities in Electrical Trades. Robert Wood. 1974
Opportunities in Electronic Data Processing. Martin Nussbaum. 1972
Opportunities in Energy Careers. John H. Woodburn. 1979

Objective 4.1.1.15 - Print Resources (continued)

Opportunities in Engineering Technology. D. Joseph Hagerty and John E. Heer. 1975
Opportunities in Environmental Careers. Odom Fanning. n.d.
Opportunities in Fashion. Roslyn Dalber. n.d.
Opportunities in Forestry. E.L. Demmon. n.d.
Opportunities in Foreign Language Careers. Rev. ed. Theodore Huebener. n.d.
Opportunities in Free Lance Writing. Hazel Maxon. 1977
Opportunities in Government Service. Neal Baxter. 1979
Opportunities in Graphic Communications. George Reinfeld, Jr. 1971
Opportunities in Hotel and Motel Management. Shephard Henkin. n.d.
Opportunities in Industrial Design. Arthur Pulos. 1978
Opportunities in Interior Design. Victoria K. Ball. 1977
Opportunities in Journalism. John Tebbel. 1977
Opportunities in Landscape Architecture. Rev. ed. Ralph E. Griswold and William G. Swain. 1978
Opportunities in Law Enforcement. James D. Stinchcomb. 1976
Opportunities in Library and Information Science. Peggy Sullivan. 1977
Opportunities in Life Insurance Sales. Lee Rosier. 1974
Opportunities in Machine Shop Trades. Benjamin J. Stern. n.d.
Opportunities in Magazine Publishing. John Tebbel. n.d.
Opportunities in Management. Rev. ed. Irene Place and Leonard Robertson. 1979
Opportunities in Marine and Maritime Careers. William R. Heitzman. 1979
Opportunities in Materials Science. Rev. ed. Charles West. 1978
Opportunities in Mechanical Engineering. Rev. ed. Seichi Konzo and James W. Bayne. 1978
Opportunities in Meteorology. Miles F. Harris. 1972
Opportunities in Nursing. Keville Frederickson. n.d.
Opportunities in Occupational Therapy. Marguerite Abbot and Marie L. Franciscus. 1979
Opportunities in Office Occupations. Estelle Popham and Blanche Ettinger. 1976
Opportunities in Optometry. Frank M. Kitchell. 1979
Opportunities in Opticianry Today. Russell L. Stimson. n.d.

Opportunities in Osteopathic Medicine. Leonard E. Heffel. 1974
Opportunities in Packaging Science. David L. Olsson and Harold J. Raphael. 1978
Opportunities in Paralegal Careers. Alice Fins. 1979
Opportunities in Paramedical Careers. Alex Kacen. 1979
Opportunities in Personnel Management. 1970
Opportunities in Pharmacy Careers. Fred B. Gable. 1974
Opportunities in Photography. Rev. ed. Bervin A. Johnson. 1978
Opportunities in Physical Therapy. Rev. ed. Bernice Krumhansl. 1979
Opportunities in Podiatry. Jules Shangold and Frank Greenberg. 1971
Opportunities in Psychiatry. Fenton Keyes. 1977
Opportunities in Psychology. Rev. ed. Donald E. Super and Charles Super. 1976
Opportunities in Public Relations. Shephard Henkin. 1978
Opportunities in Publishing Careers. John Tebbel. 1975
Opportunities in Recreation and Leisure. Clayne R. Jensen. 1976
Opportunities in Religious Service. John O. Nelson. n.d.
Opportunities in Sales and Marketing. Rev. ed. Kenneth B. Haas. 1976
Opportunities in Securities. Robert Swinarton. n.d.
Opportunities in Sports and Athletics. William R. Heitzmann. n.d.
Opportunities in Teaching Careers. Janet Fine. 1978
Opportunities in Technical Communications. Rev. ed. Jay R. Gould and Wayne A. Losana. 1975
Opportunities in the Dance. Paul Denis. n.d.
Opportunities in Travel. Bob Milne. 1976
Opportunities in Veterinary Medicine. Robert E. Swope. 1973
Planning Your College Education. William A. Rubinfeld. 1976
Women in Communications. Alice Fins. 1979
Women in Management. Irene Place and Sylvia Plummer. 1980
Women in Science. Alice Fins. 1979

Publisher: Vocational Guidance Manuals
Interest Level: 7-12
Annotation: These books explain skills, education and training required, opportunities and disadvantages, personal satisfactions, and earning possibilities for each occupation.

Objective 4.1.1.15 - Print Resources (continued)

Author: Arthur Liebers
Series Title: Vocations in Trades Series
Individual Titles:
You Can Be a Carpenter. 1973
You Can Be a Machinist. 1975
You Can Be a Mechanic. 1975
You Can Be a Plumber. 1974
You Can Be a Printer. 1976
You Can Be a Professional Driver. 1976
You Can Be An Electrician. 1974

Publisher: Lothrop
Interest Level: 7-12
Annotation: These books explain skills, education and training required, opportunities and disadvantages, personal satisfactions, and earning possibilities.

Series Title: Careers in Depth Series
Individual Titles and Authors:
Your Future As a Chiropractor. Howard G. Poteet and Michael A. Petti. 1977
Your Future As a Dental Hygienist. Rev. ed. Barbara Paige. 1979
Your Future As a Dietician. Members of the American Dietetic Association. 1976
Your Future As a Home Economist. Jeanne Paris. 1970
Your Future As a Legal Assistant. Charles Heath. 1979
Your Future As a Model. Gillis MacGil. 1971
Your Future As a Physician. William Kalb. 1971
Your Future As a Rabbi: A Calling That Counts. Alfred Gottschalk. n.d.
Your Future As a Secretary. Nell B. Noyes. 1979
Your Future As a Shorthand Reporter. Edward Van Allen. n.d.
Your Future As a Temporary Office Worker. Elmer Winter. 1968
Your Future As a Woman in the Armed Forces. Munro MacCloskey. 1979
Your Future As a Lawyer. Charles Cohen. 1977
Your Future As an Airline Steward-Stewardess. Lyman Randall. 1978
Your Future As an Optician. Hans S. Hirschhorn. 1970
Your Future in a Mental Health Career. Fenton Keyes. 1979
Your Future in a Paramedic Career. Fenton Keyes. 1979
Your Future in a Public Relations Career. Edward Bernays. 1979
Your Future in a Television Career. David Berlyn. 1978
Your Future in an Occupational Theraphy Career. Frances Snuff. 1978
Your Future in Accounting Careers. Lawrence Rosenthal. 1978

Objective 4.1.1.15 - Printed Resources (continued)

Your Future in Agribusiness. Chester Hutchinson. 1977
Your Future in Archaeology. Gerald Larue. 1970
Your Future in Architecture. Richard Roth. 1979
Your Future in Astronomy. Raymond Bell. 1970
Your Future in Aviation Careers in the Air. Kimball Scribner. 1979
Your Future in Aviation Careers on the Ground. Kimball Scribner. 1979
Your Future in Banking. 2nd ed. Ralph Boynton. 1976
Your Future in Beauty Culture. Lawrence Gelb. 1970
Your Future in Broadcasting. John Rider. 1978
Your Future in Computer Programming. Sidney Davis. 1969
Your Future in Dental Assisting. Jane Frost. 1970
Your Future in Dentistry. Rev. ed. Allen Vershel. 1978
Your Future in Education. Milgram. 1979
Your Future in Engineering Careers. Ottis Peterson. 1975
Your Future in Exotic Occupations. S. Norman Feingold and Dora Evers. 1979
Your Future in Food Technology Careers. Gale Ammerman. 1975
Your Future in Foreign Service Careers. James P. Duncan, Jr. 1979
Your Future in Forestry. David H. Hanaburgh. 1979
Your Future in Geology. Joseph L. Weitz. 1966
Your Future in Hospital and Health Services. Kirk. 1975
Your Future in Hotel Management. Roger P. Sonnabend. 1975
Your Future in Insurance Careers. Barry Bloomgarden. 1978
Your Future in Interior Design. Michael Greer. 1970
Your Future in International Service. Robert Calvert, Jr. 1969
Your Future in Landscape Architecture. John Frazier and Richard Julin. 1967
Your Future in Law Enforcement. Allen Z. Gammage. 1974
Your Future in Library Careers. Alpha Myers and Sara Temkin. 1976
Your Future in Marketing. Norman B. Orent. 1978
Your Future in Medical Assisting. Norma B. Chernok. 1979
Your Future in Medical Illustrating: Art and Photography. Julia Nakamura and Massy Nakamura. 1971
Your Future in Medical Technology. Grace Paul. 1970
Your Future in Meteorology. Frederic A. Berry and Sidney Frank. n.d.
Your Future in More Exotic Occupations. Norman Feingold and Alice Fins. 1978
Your Future in Museums. William Burns. 1967

Objective 4.1.1.15 - Print Resources (continued)

Your Future in Music. Robert Curtis. 1976
Your Future in NASA. Sol Levine. 1969
Your Future in Naval Architecture. Harry Benford and J.C. Mathes. 1968
Your Future in New Optometric Careers. James Gregg. 1978
Your Future in Nuclear Energy Fields. William E. Thompson, Jr. n.d.
Your Future in Nursing Careers. Alice Robinson and Mary Reres. 1978
Your Future in Personnel Work. John Pond. 1978
Your Future in Pharmacy. James Kraemer. 1979
Your Future in Photography. Victor Keppler. 1972
Your Future in Physics. Raymond Bell. 1967
Your Future in Pro Sports. Harry Staphler. 1977
Your Future in Publishing. Leonard Corwen. 1973
Your Future in Radiologic Technology. Christina Spirko. n.d.
Your Future in Railroading. Thomas M. Goodfellow. 1970
Your Future in Real Estate. Seymour Durst and Walter Stern. 1976
Your Future in Retailing. George A. Scott. 1978
Your Future in Salesmanship and Sales Management. A.W. Elzerman. 1973
Your Future in School Psychology. Paul Gelinas and Robert Gelinas. 1967
Your Future in Securities. Eugene Miller. 1974
Your Future in Social Work. Fenton Keyes. 1978
Your Future in Technical and Science Writing. Emerson Clarke and Vernon Root. 1971
Your Future in Translating and Interpreting. J.F. Hendry. 1969
Your Future in the Automotive Industry. Dawson Taylor. 1979
Your Future in the Beauty Business. Fashion Group, Inc. 1979
Your Future in the Credit Field. M.R. Neifield. 1980
Your Future in the Electronic Computer Field. Dause Bibby. 1970
Your Future in the High Fidelity Industry. Bernard Newman. n.d.
Your Future in the Marine Corps. Angus Fraser. 1968
Your Future in the Merchant Marine. Gordon E. McLintock. 1968
Your Future in the Military Services. Munro MacCloskey. 1979
Your Future in the New World of American Fashion. Christine LeVathes. 1979
Your Future in the New World of Communications. John C. Zacharis. 1975

Objective 4.1.1.15 - Print Resources (continued)

Your Future in the Nursing Industry. John J. Pinney. 1978
Your Future in the Science of Oceanography. Jonathan S. Wood. 1979
Your Future in Veterinary Medicine. Wayne H. Riser. 1978

Publisher: Rosen Press
Interest Level: 7-12
Annotation: These books explain skills, education and training required, opportunities and disadvantages, personal satisfactions, and earning possibilities for each job title.

Other Series About Careers and Vocational Guidance:

Arco Career Guidance Series. Grades 9-12. Arco
Career Development and Guidance Series. 12 filmstrips. Ed. Projections
Career Directions Series. Edited by John P. Marchak. Grades 9-12. Changing Times
Careers in Focus Series. Edited by Charles S. Winn. Grades 6-10. 1975. McGraw
Early Career Books - 32 Volumes. K-3 (Includes study prints, filmstrips, cassettes, guides.) Lerner Publications
Exploring Careers Series. Grades 8-12. McKnight Staff
Hello World, A Career Exploration Program. Ruth Holloway and Elaine Stowe. Grades 7-12
I Want to Be Books (25 titles). Grades 1-4. Childrens
Introduction to Careers Program (16 mini courses). McKnight Staff. Grades 6-10
Job Family Series. 20 books. Grades 7-12. Scientific Research
Modular Explorations of Technology Series. 20 books. Grades 7-12. 1976. Prentice-Hall
Pacemaker Vocational Readers (Designed for junior and senior high school students with severe reading disabilities). Pitman Learning
People Working Today Series. Hughes John et al. Grades 7-12. 1976. Janus
What Can She Be? Series. Esther Goldreich and Gloria Goldreich. Grades 1-6. Lothrop

NONPRINT RESOURCES:

Individual Title: Bookkeeping and Accounting: How Do You Figure In?
Description of Item and Components: 16mm sound film
Producer: Coronet
Copyright Date: 1974

Interest Level: 9-12
Annotation: This film presents interviews with accounting personnel in several businesses in order to reveal some of the responsibilities and characteristics of the accounting profession and the necessary personal traits.

Individual Title: Bookkeeping: Occupations and Opportunities
Description of Item and Components: 16mm sound film
Producer: BFA
Copyright Date: 1969
Interest Level: 7-12
Annotation: This film traces the history of bookkeeping from early Babylonians, Egyptians, and Romans to modern times and explains the importance of keeping accurate records in financial matters and in business inventories.

Individual Title: Business Office: Making Things Happen
Description of Item and Components: 16mm sound film
Producer: Journal
Copyright Date: 1970
Interest Level: 7-12
Annotation: This film uses the business aspects involved in planning a prom to show various career opportunities available in the business world.

Individual Title: Computers and You
Description of Item and Components: 16mm sound film
Producer: Journal
Copyright Date: 1972
Interest Level: 6-9
Annotation: This film introduces computers - what they are, their operational functions, and what they can do. It shows general purpose computers and special purpose computers. It examines the advantages of computers and points out how they can best serve various needs.

Series Title: Career Direction: High School as Tryout
Description of Item and Components: 4 filmstrips, 4 cassettes, guide
Producer: Guidance
Copyright Date: n.d.
Interest Level: 7-12
Annotation: This program demonstrates how high school experiences can be used by students to identify the kinds of careers for which they might be suited.

Series Title: Career English: Communicating on the Job
Description of Item and Components: 160 slides in 2 carousel cartridges, 2 cassettes, 2 records, guide
Producer: Center for the Humanities
Copyright Date: 1978
Interest Level: 9-12
Annotation: Part I deals with basic kinds of business letters, beginning with job application letters. Part II includes requests for information, and progress reports.

Individual Title: The Covenant
Description of Item and Components: 16mm sound film
Producer: American Veterinary Medical Association
Copyright Date: 1972
Interest Level: 7-12
Annotation: This film outlines the education and professional activities of a veterinarian, including his jobs in private practice, research, public health, and the military service.

Series Title: The Essence of Accounting
Individual Title: Why We Keep Records; "The Books" and What They Are; Recording Transactions: How; Recording Transactions: Where; Using These Records; The Accounting Cycle
Description of Item and Components: 6 filmstrips, 3 records or cassette tapes
Producer: Eye Gate
Copyright Date: 1971
Interest Level: 7-12
Annotation: These sound filmstrips introduce terminology used in basic accounting, and gives the student an understanding of the basic business reports that are the by-product of accounting procedures.

Individual Title: Jobs in Cosmetology
Description of Item and Components: 16mm sound film
Producer: Sterling
Copyright Date: 1970
Interest Level: 7-12
Annotation: This film explores the wide variety of skills providing gainful employment in the hairdressing and cosmetology profession to thousands of men and women of all ages. These include the receptionist, shampooer, tint or dye operator, hair stylist, manicurist, and facial expert. It details the procedures and qualifications, as well as the training for a successful career as a licensed beautician.

Series Title: Metrics for Career Education
Individual Title: Metrics for Drafting; Metrics for Energy and Power; Metrics for General Metals; Metrics for Home Economics; Metrics for Machine Shops; Metrics for Woodworking
Description of Item and Components: 6 filmstrips, 6 cassette tapes, guide
Producer: Encyclopaedia Britannica
Copyright Date: 1976
Interest Level: 7-12
Annotation: Six presentations show how metric measurements may soon be used in many areas of work. Each filmstrip defines new terms, illustrates uses of metric tools, and discusses problems in adapting current machinery to the new system.

Individual Title: Opportunities in Clerical Work
Description of Item and Components: 16mm sound film
Producer: Sterling
Copyright Date: 1970
Interest Level: 7-12
Annotation: This film explores the many opportunities for today's clerical worker and stresses the necessity for every applicant to acquire the basic skill of typing, as well as the ability to transcribe rapidly.

Individual Title: Opportunities in Sales and Merchandising
Description of Item and Components: 16mm sound film
Producer: Sterling
Copyright Date: 1970
Interest Level: 7-12
Annotation: This film portrays to youth the career opportunities in sales and merchandising, how entry jobs fit into the career ladder, work settings, levels of occupations, and information about preparatory work experience available through part-time work or a summer job in the retailing industry. We see actual work settings and the occupational skills to be found in sales and merchandising.

Series Title: Real People at Work
Individual Title: Health in Action; Physical Education in Action; Mathematics in Action; Social Science in Action
Description of Item and Components: 4 filmstrips, 4 cassette tapes, 30 books, 100 career quest cards, spirit masters, posters, guide
Producer: EMC
Copyright Date: 1977
Interest Level: 5-6

Objective 4.1.1.15 - Nonprint Resources (continued)

Annotation: This hefty box contains a variety of materials designed to inform students about many specific jobs and the ways in which they relate to different skill areas. Each filmstrip describes various jobs that utilize skills in one of four traditional academic areas: mathematics, health, physical education, and social studies.

WORLD OF WORK OBJECTIVE 4.1.1.19

The student will identify basic requirements for employment in specific jobs

GOAL:
To know and understand the options, opportunities, and requirements of the world of work

COMPETENCY:
Understanding the nature, structure, and requirements of work

GRADE LEVEL OF OBJECTIVE:
9-11

PRINT RESOURCES:

Author: Splaver, Sarah
Title: Careers New and Unique
Copyright Date: 1977
Publisher: Messner
Interest Level: 7-12
Annotation: This book profiles newly developed, challenging fields, including nuclear - medicine specialists, decontamination workers, demographers, horticulturists, and nurse - midwives. A bibliography is included.

NONPRINT RESOURCES:

Series Title: Basic Office Practices and Procedures
Individual Title: Basic Office Machines
Description of Item and Components: 6 filmstrips, 3 cassettes or 3 records
Producer: Eye Gate
Copyright Date: n.d.
Interest Level: 7-12
Annotation: This series covers all aspects of a secretary's work. This strip deals with machines secretaries use. Others in series deal with mail, the telephone, filing and other routine tasks, and human relations. The other titles in the series are - The Working World of a Secretary; Memos, Mail and the Telephone; Filing and Basic Office Systems; Helping Your Boss Get More Done; Dealing With People

Series Title: Jobs in Automotive Services
Individual Title: Tune-Up Trainee; General Automobile Technician Apprentice; Truck Service Technician Apprentice; Front End Trainee; Transmission Trainee; Body & Fender Apprentice; Airconditioning Trainee; Brake Trainee
Description of Item and Components: 8 filmstrips, 8 cassettes
Producer: Coronet
Copyright Date: n.d.
Interest Level: 7-10

Annotation: On-the-job interviews take students for a look under the hood at entry-level automotive repair jobs. The challenges of the jobs are presented, along with information about hazards, union membership, equipment in use, and opportunities for training and advancement.

Individual Title: Careers in Sportscasting
Description of Item and Components: 2 filmstrips, 2 cassettes, guide
Producer: Educational Design
Copyright Date: 1978
Interest Level: 7-12
Annotation: Practicing professionals talk directly to students about training requirements, getting into the field, and hazards in the field.

Series Title: Jobs in Printing
Individual Title: Layout and Graphic Design; Typesetter; Lithographic Cameraman; Photoengraver; Offset Pressman; Letterpress Operator; Bookbinding; Assistant Production Manager
Description of Item and Components: 8 filmstrips, 4 records or 8 cassettes
Producer: Coronet
Interest Level: 7-12
Annotation: These filmstrips give students an intimate glimpse into the types of jobs available, the required skills, and the necessary equipment in the field of printing.

Series Title: Living With Computers
Individual Title: Computers Can't Think; Programming; Putting the Work In; Getting the Work Out; Garbage In, Garbage Out; For Good and Bad
Description of Item and Components: 6 filmstrips, 3 cassettes
Producer: Eye Gate
Copyright Date: n.d.
Interest Level: 9-12
Annotation: This set of filmstrips is designed to introduce secondary students to the nature of computers.

Individual Title: Selecting a Career
Description of Item and Components: 2 filmstrips, 2 cassettes, plus 5 audio cassette interviews
Producer: Educational Dimensions
Copyright Date: 1976
Interest Level: 9-12
Annotation: In this program, students are given an overview of many careers. Special considerations students should make before embarking on a specific career are given. In addition, the program includes interviews with ten

different job holders. They are - Tape 1 - Auto Mechanic/Truck Driver; 2 - Electrician/Plumber; 3 - TV Repairman/Refrigeration; 4 - Carpenter/Bricklayer; 5 - Beautician/Clerk-Typist.

Individual Title: Working Conditions and Physical Demands
Description of Item and Components: 1 filmstrip, 1 cassette
Producer: McKnight
Copyright Date: 1977
Interest Level: 7-12
Annotation: The program presents the varying work environments of representative occupations, physical requirements, and job conditions.

Individual Title: Careers: Agri-Business
Description of Item and Components: 16mm film
Producer: Doubleday
Copyright Date: 1973
Interest Level: 9-12
Annotation: Agri-business brings food from the farmer to the consumer. The field man makes his car a traveling office to keep the farmer up-to-date on new techniques and equipment. In a modern plant, the foreman controls the processing of produce into canned goods while a food technician is absorbed in his research. The marketing manager, who is responsible for profitability, must know everything about his products from the field to the kitchen.

Series Title: Dignity of Work Series
Individual Title: Clerical Workers
Description of Item and Components: 16mm film
Producer: Films
Copyright Date: 1972
Annotation: Clerical workers, essential to any business organization, and service people use a variety of business machines, keep records, and perform many other duties. Each position requires specific skills and abilities, and one clerical position may be quite unlike another. This film will help students to appreciate the importance of the clerical workers as an integral part of a business or governmental organization, to explore the varying duties and requirements of different kinds of clerical opportunities, and to help students assess their interests and abilities for careers in this field.

Individual Title: Is a Career in Radio or Television for You?
Description of Item and Components: 16mm film
Producer: CPI
Copyright Date: 1971
Annotation: This color film is a guided tour of the often exciting world of broadcasting. It's complete with stops in every section of the industry for a look at the people at work and for inquiry into their skills, qualifications, and rewards.

Individual Title: Job Opportunities in Hotels and Motels
Description of Item and Components: 16mm film
Producer: Sterling
Copyright Date: 1970
Interest Level: 9-12
Annotation: This film surveys the jobs from bellman to personnel officer. It identifies the characteristics of the range of responsibilities and shows the pattern for on-the-job experience, training and advancement in the laundry, housekeeping, and engineering departments.

WORLD OF WORK OBJECTIVE 4.2.1.1

The student will match local occupational opportunities with personal interests and abilities.

GOAL:

To understand and value the relationship between personal interests and abilities and work options and opportunities

COMPETENCY:

Identifying and relating personal qualities to employment

GRADE LEVEL OF OBJECTIVE:

9-11

NONPRINT RESOURCES:

Series Title:	Rolling in the Auto Trades
Individual Title:	Unlimited Opportunities; How to Succeed
Description of Item and Components:	2 filmstrips, 2 cassettes
Producer:	Bergwall
Copyright Date:	1978
Interest Level:	7-12
Annotation:	This series describes the different areas of employment in the auto trade and the respective activities available.

Individual Title:	Jobs For High School Students - A Guide to Part-Time and Summer Employment, Part 1, Part 2
Description of Item and Components:	2 filmstrips, 2 records
Producer:	Guidance
Copyright Date:	1966
Interest Level:	10-12
Annotation:	This set illustrates typical jobs for a student. It gives practical advice on places to start, people to see, or personal skills with which to start.

Series Title:	Transportation in Western Maryland
Individual Title:	Mass Transportation; Nicholson Air Services; Chessie System; Hall's Motor Transit; Hoffman Chevrolet; General Motors; Henson Aviation
Description of Item and Components:	6 filmstrips, 6 cassettes
Producer:	Regional Career Educational Project (Allegany, Garrett and Washington Counties)
Copyright Date:	n.d.
Interest Level:	7-12
Annotation:	This series describes transportation occupations and companies serving the Western Maryland Region.

Objective 4.2.1.1 - Nonprint Resources (continued)

Additional information for the vertical file to help develop competency in this area can be obtained from:

Classified ads in local newspapers
Local employment agencies
Personality inventories such as those used by counselors
Local chambers of commerce

WORLD OF WORK OBJECTIVE 4.2.1.2

The student will identify occupations which relate to personal interests, aptitudes and values.

GOAL:

To understand and value the relationship between personal interests and abilities and work options and opportunities

COMPETENCY:

Identifying and relating personal qualities to employment

GRADE LEVEL OF OBJECTIVE:

9-11

PRINT RESOURCES:

Author:	Barnewall, Gordon G.
Title:	Succeed as a Job Applicant
Copyright Date:	1976
Publisher:	Arco
Interest Level:	9-12
Annotation:	The text gives tips on applying for jobs successfully. Includes what to take with you on an interview, how to fill out forms, what to wear, etc.

Author:	Booth, Alice Lynn
Title:	Careers in Politics for the New Woman
Copyright Date:	1978
Publisher:	Franklin Watts
Interest Level:	7-11
Annotation:	This is a feminist guide to political careers for women in which the author highlights the difficulties faced by women entering politics and furnishes examples of women who have made it.

Author:	Cassiday, Doris
Title:	Careers in the Beauty Industry
Copyright Date:	1978
Publisher:	Franklin Watts
Interest Level:	7-9
Annotation:	Job opportunities are described in the beauty industry such as beautician, hair dresser, barber, manicurist, cosmetologist, and cosmetics sales representative.

Author:	Garrison, Clifford B., editor
Title:	Finding a Job You Feel Good About
Copyright Date:	1977
Publisher:	Argus
Interest Level:	8-9
Annotation:	This book is designed to help students with a self-inventory before considering a particular career. The inventory covers the students' strengths, how they relate

to data, people, their abilities and interests, and their personalities.

Author: Gale, Barry
Title: The National Career Directory
Copyright Date: 1979
Publisher: Arco
Interest Level: 7-9
Annotation: This book lists addresses of agencies and organizations providing free or inexpensive materials concerning jobs in eighteen career clusters.

Author: Karger, Delmar W.
Title: How to Choose a Career
Copyright Date: 1978
Publisher: Franklin Watts
Interest Level: 7-9
Annotation: This is a career program which offers guidance in developing a program to help students determine the best potential career to meet their personality traits and abilities.

Author: Karlin, Muriel Schoenbrum
Title: Solving Your Career Mystery
Copyright Date: 1975
Publisher: Rosen
Interest Level: 7-12
Annotation: This book introduces a myriad of careers with questions designed to help the reader in making a career choice.

Author: Koschnick, Kay and Stephen Ludwig
Title: The World of Work - Revised
Copyright Date: 1975
Publisher: New Readers
Interest Level: 6-8
Annotation: This book explains how to enter the job market and the need for a person to know his or her abilities, interests, and aptitudes. It gives specific on-the-job experiences such as the W-4 form and the paycheck, explaining gross pay, payroll deductions, take home pay, etc.

Author: Mitchell, Joyce Slayton
Title: I Can be Anything: Careers and Colleges for Young Women
Copyright Date: 1978
Publisher: College Entrance Examination Board
Interest Level: 7-12
Annotation: New options are offered in this book which includes a section on personal skills and traits which affect job performance.

Author: Ott, John
Title: Work as You Like It
Copyright Date: 1979
Publisher: Messner
Interest Level: 7-9
Annotation: Unusual job opportunities are described such as mid-wife, cartoonist, a white-water guide, and a private detective.

Author: Splaver, Sarah
Title: Your Personality and Your Career
Copyright Date: 1977
Publisher: Messner
Interest Level: 7-12
Annotation: The author discusses thirteen career clusters and related occupations. She explains which personality traits and work requirements match for maximum career satisfaction. There is a list of sources for further information.

Author: Williams, Shirley and Robert Mitchell
Title: Career Awareness: Discussions and Activities to Promote Self-Awareness
Copyright Date: 1975
Publisher: Creative Teaching
Interest Level: 6-9
Annotation: This book provides students with skills in understanding their own uniqueness - abilities and personal characteristics - so they can apply self-understanding to educational choices and decisions about the working world.

Author: Schwarzrock, Shirley and C. Gilbert Wrenn
Title: Do I Know the "Me" Others See?
Copyright Date: 1973
Publisher: American Guidance
Interest Level: 7-9
Annotation: Practical suggestions are offered to those teen-agers wanting to know themselves better.

Author: Stashower, Gloria
Title: Careers in Management for the New Woman
Copyright Date: 1978
Publisher: Franklin Watts
Annotation: This book provides information on women in management as well as the personal qualifications, educational preparation, and job specialization.

Author: Weir, Kirk
Title: Your Future in Hospital and Health Services Administration

Copyright Date: 1976
Publisher: Rosen
Interest Level: 8-10
Annotation: This is a survey of career possibilities in the administration of hospitals and health care facilities, explaining training requirements, opportunities, demands, and rewards.

NONPRINT RESOURCES:

Series Title: Butterick Home Economic Career Resource Center
Individual Title: Career as a Homemaker; Careers in the Fashion Industry; Careers in the Food Industry; Careers in Housing: The Interior; Careers in Child Care and Youth Guidance; Careers in Consumer Affairs; Entering the Working World
Description of Item and Components: filmstrips, cassettes, guide
Producer: Butterick
Copyright Date: n.d.
Interest Level: 9-12
Annotation: Introduces people on-the-job in a variety of industries--from trainees to executives who speak frankly about the demands and satisfactions of their careers, opportunities for advancement, and the personal qualities needed for success.

Series Title: Career Choice: A Lifelong Process
Description of Item and Components: 2 filmstrips, 2 cassettes, 2 records, guide
Producer: Guidance
Copyright Date: 1976
Interest Level: 7-12
Annotation: The program describes the three stages of career development (exploring the field, building experience, and maintaining success.) Varying lifestyles and goals are recognized as factors which influence the role work plays in people's lives.

Individual Title: Choosing Your Career - Part 1, Part 2
Description of Item and Components: 2 filmstrips, 2 cassettes
Producer: Guidance
Copyright Date: 1968
Interest Level: 9-12
Annotation: An excellent overview of the world of work, pointing out the advantages and requirements of many specific jobs, and noting the necessity of self-analysis for finding the best job. Interviews with people in specific jobs add much information and interest.

Individual Title: Discovery: A Career Education Program
Description of Item and Components: 8 filmstrips, 8 cassettes
Producer: Scholastic
Copyright Date: 1973
Interest Level: 7-10
Annotation: These filmstrips examine personality and its relationship to the work people choose, the work characteristics which make jobs different, the reasons why people work in one job rather than another, and some goals people set for themselves.

Individual Title: Examining Your Interests
Description of Item and Components: 1 filmstrip, 1 cassette
Producer: McKnight
Copyright Date: 1977
Interest Level: 6-12
Annotation: The filmstrip discusses how interests in activities and hobbies can lead to occupations in which these interests play a part.

Series Title: Finding Your Job - Series A
Individual Title: Finding Your Career; Getting a Better Job; The Job Interview; Job Shopping; What Can You Do; Working For Someone Else
Description of Item and Components: 6 filmstrips, 3 LPs
Producer: Eye Gate
Copyright Date: 1972
Interest Level: 9-12
Annotation: This set stresses the necessity of looking hard at one's own abilities to find a suitable job. The in-depth treatment covers self-analysis, shopping for a job, the interview, career choices, and getting a better job.

Series Title: Goofy Goes to Work
Individual Title: Before the Search Begins; Making an Application; The Interview; Which Job's Best for You?; Making a Good Impression; Changing Jobs
Description of Item and Components: 6 filmstrips, 6 cassettes
Producer: Walt Disney
Copyright Date: 1976
Interest Level: 7-12
Annotation: This set provides a broad background to the task of finding a job, one that is suitable to the personal abilities and interests of the individual. Interest level will be high and there is much sound advice behind the humor.

Objective 4.2.1.2 - Nonprint Resources (continued)

Individual Title:	Learning About Aptitudes
Description of Item and Components:	1 filmstrip, 1 cassette
Producer:	McKnight
Copyright Date:	1977
Interest Level:	6-8
Annotation:	This program covers many areas of aptitude--verbal, numerical, spatial- and how aptitude in each area relates to career decisions.

Individual Title:	What Are Aptitudes
Description of Item and Components:	1 filmstrip, 1 cassette
Producer:	McKnight
Copyright Date:	1977
Interest Level:	6-12
Annotation:	The program describes how achievement, ability, and aptitudes both in and out of school can help in career decision-making.

Individual Title:	Life Skills: Filling Out Forms and Following Directions
Description of Item and Components:	Slides, cassettes, guide
Producer:	Center for Humanities
Copyright Date:	n.d.
Interest Level:	7-12
Annotation:	Students are shown that their ability to complete various forms and applications is critical to their success.

Series Title:	Bread and Butterflies Series
Individual Title:	Planning Ahead, The Racer
Description of Item and Components:	16mm film
Producer:	Agency for Educational TV
Copyright Date:	1974
Interest Level:	4-6
Annotation:	This film shows how planning and setting goals increases the control an individual has over his/her life.

WORLD OF WORK OBJECTIVE 4.2.1.8

The student will identify qualities employers commonly seek in job applicants.

GOAL:

To understand and value the relationship between personal interests and abilities and work options and opportunities

COMPETENCY:

Identifying and relating personal qualities to employment

GRADE LEVEL OF OBJECTIVE:

6-8

PRINT RESOURCES:

Author:	Meyer, Carolyn
Title:	Being Beautiful
Copyright Date:	1977
Publisher:	Morrow
Interest Level:	7-9
Annotation:	This book provides information on commercial and homemade products used on the face, body, hair, teeth, and nails, both in the past and present. It is good for helping students understand the value of good grooming.

Author:	Editors of Seventeen
Title:	The Seventeen
Copyright Date:	1970
Publisher:	Macmillan
Interest Level:	9-12
Annotation:	A very comprehensive discussion on good grooming, which covers topics such as skin care, hair styles, makeup, glasses, figures, diets, fashions, colors, and accessories for persons wanting to look their best. The value of attractive personal appearance is stressed.

Author:	Uggams, Leslie
Title:	The Leslie Uggams Beauty Book
Copyright Date:	1966
Publisher:	Prentice-Hall
Interest Level:	7-12
Annotation:	This book provides information about skin and hair care, makeup, diet, good grooming, and charm and manners. The author encourages readers to look their best at work and play.

NONPRINT RESOURCES:

Series Title:	Finding and Getting A Job
Individual Title:	Choosing Your Career; Finding A Job Opening; Applying for A Job; The Job Interview; Your First Months On the Job; You and the Changing World of Work

Description of Item and Components: 6 filmstrips, 3 cassettes, 6 guides
Producer: SVE
Copyright Date: 1978
Interest Level: 7-9
Annotation: This series of filmstrips provide a step-by-step procedure for finding and keeping a job. It also offer guidance on where to look for a job, how to prepare applications and resumes, interview conduct, and ways in which employers evaluate employees.

Individual Title: Selling: A Good Way to Earn A Living
Description of Item and Components: Filmstrips, record
Producer: EAV
Copyright Date: n.d.
Interest Level: 7-12
Annotation: This program is designed to teach the art of industrial salesmanship. It describes realistic, entry-level jobs in widely varying fields and familiarizes students with what employers are looking for and expect from apprentice salesmen.

Individual Title: Are You Ready for A Job?
Description of Item and Components: 16mm film
Producer: AIMS
Copyright Date: 1968
Interest Level: 7-12
Annotation: This film stresses the value of a high school and college education as it applies to the opportunities available to today's graduates.

Series Title: Bread and Butterflies Series
Individual Title: Choosing Changes
Description of Item and Components: 16mm film
Distributor: Agency for Instructional Television
Copyright Date: 1974
Interest Level: 4-12
Annotation: This film encourages young people to believe in their own abilities and to test and modify their views of their own capabilities.

Series Title: Bread and Butterflies Series
Individual Title: I Agree, You're Wrong
Description of Item and Components: 16mm film
Distributor: Agency for Instructional Television
Copyright Date: 1974
Interest Level: 4-6

WORLD OF WORK OBJECTIVE 4.2.1.8

The student will identify qualities employers commonly seek in job applicants.

GOAL:

To understand and value the relationship between personal interests and abilities and work options and opportunities

COMPETENCY:

Identifying and relating personal qualities to employment

GRADE LEVEL OF OBJECTIVE:

6-8

PRINT RESOURCES:

Author: Meyer, Carolyn
Title: Being Beautiful
Copyright Date: 1977
Publisher: Morrow
Interest Level: 7-9
Annotation: This book provides information on commercial and homemade products used on the face, body, hair, teeth, and nails, both in the past and present. It is good for helping students understand the value of good grooming.

Author: Editors of Seventeen
Title: The Seventeen
Copyright Date: 1970
Publisher: Macmillan
Interest Level: 9-12
Annotation: A very comprehensive discussion on good grooming, which covers topics such as skin care, hair styles, makeup, glasses, figures, diets, fashions, colors, and accessories for persons wanting to look their best. The value of attractive personal appearance is stressed.

Author: Uggams, Leslie
Title: The Leslie Uggams Beauty Book
Copyright Date: 1966
Publisher: Prentice-Hall
Interest Level: 7-12
Annotation: This book provides information about skin and hair care, makeup, diet, good grooming, and charm and manners. The author encourages readers to look their best at work and play.

NONPRINT RESOURCES:

Series Title: Finding and Getting A Job
Individual Title: Choosing Your Career; Finding A Job Opening; Applying for A Job; The Job Interview; Your First Months On the Job; You and the Changing World of Work

Description of Item and Components: 6 filmstrips, 3 cassettes, 6 guides
Producer: SVE
Copyright Date: 1978
Interest Level: 7-9
Annotation: This series of filmstrips provide a step-by-step procedure for finding and keeping a job. It also offer guidance on where to look for a job, how to prepare applications and resumes, interview conduct, and ways in which employers evaluate employees.

Individual Title: Selling: A Good Way to Earn A Living
Description of Item and Components: Filmstrips, record
Producer: EAV
Copyright Date: n.d.
Interest Level: 7-12
Annotation: This program is designed to teach the art of industrial salesmanship. It describes realistic, entry-level jobs in widely varying fields and familiarizes students with what employers are looking for and expect from apprentice salesmen.

Individual Title: Are You Ready for A Job?
Description of Item and Components: 16mm film
Producer: AIMS
Copyright Date: 1968
Interest Level: 7-12
Annotation: This film stresses the value of a high school and college education as it applies to the opportunities available to today's graduates.

Series Title: Bread and Butterflies Series
Individual Title: Choosing Changes
Description of Item and Components: 16mm film
Distributor: Agency for Instructional Television
Copyright Date: 1974
Interest Level: 4-12
Annotation: This film encourages young people to believe in their own abilities and to test and modify their views of their own capabilities.

Series Title: Bread and Butterflies Series
Individual Title: I Agree, You're Wrong
Description of Item and Components: 16mm film
Distributor: Agency for Instructional Television
Copyright Date: 1974
Interest Level: 4-6

Annotation: This film encourages the development of interpersonal skills necessary for both working in groups and for self-esteem.

Series Title: Bread and Butterflies Series
Individual Title: Success Story
Description of Item and Components: 16mm film
Distributor: Agency for Instructional Television
Copyright Date: 1974
Interest Level: 4-12
Annotation: This film explores the various ways of defining success and emphasizes that roles in life are affected by an individual's personal definition of the concept of success.

Series Title: Bread and Butterflies Series
Individual Title: Work Means
Description of Item and Components: 16mm film
Distributor: Agency for Instructional Television
Copyright Date: 1974
Interest Level: 7-12
Annotation: In this film, viewers examine a variety of attitudes toward work, and explore the significance that work has for the development of individuals and society.

WORLD OF WORK OBJECTIVE 4.2.1.9

The student will describe behavior that is appropriate for a particular work situation.

GOAL:

To understand and value the relationship between personal interests and abilities and work options and opportunities

COMPETENCY:

Identifying and relating personal qualities to employment

GRADE LEVEL OF OBJECTIVE:

9-11

NONPRINT RESOURCES:

Series Title:	*Life Skills: Advancing on the Job*
Individual Title:	*Job Success; Developing Good Work Habits; Evaluating Your Work Performance; Advancing on the Job*
Description of Item and Components:	*4 filmstrips, 4 cassettes, guide*
Producer:	*SVE*
Copyright Date:	*1978*
Interest Level:	*8-12*
Annotation:	*This kit emphasizes the importance of right attitudes and good work habits that lead to job success. Students are introduced to the concepts of job success, performance reviews, self-discipline, and the broadening opportunities that come with successful job performance.*
Series Title:	*Rolling in the Auto Trades*
Individual Title:	*How To Succeed; Unlimited Opportunities*
Description of Item and Components:	*2 filmstrips, 2 cassettes*
Producer:	*Bergwall*
Copyright Date:	*1978*
Interest Level:	*7-12*
Annotation:	*These filmstrips explain how to develop a good working relationship with co-workers, supervisors, and customers in the auto trade. The filmstrips encourage the development of a good attitude toward learning a trade.*
Series Title:	*Dealing With Problem People Series*
Individual Title:	*The Disorderly Worker*
Description of Item and Components:	*16mm film*
Producer:	*Journal*
Copyright Date:	*n.d.*
Interest Level:	*7-12*
Annotation:	*The employee who is insensitive to the disorder and filth he/she creates can be a hazard to any shop or business. Ways of correcting such a situation are suggested.*

Series Title: Dealing With Problem People Series
Individual Title: Hothead
Description of Item and Components: 16mm film
Producer: Journal
Copyright Date: 1969
Interest Level: 7-12
Annotation: In this film, an authentic work situation provides the framework for a discussion of how to handle the worker who "explodes" at the slightest irritation. This type of personality trait is viewed as definitely negative in a worker.

Series Title: Dealing With Problem People Series
Individual Title: The Scoffer
Description of Item and Components: 16mm film
Producer: Journal
Copyright Date: 1969
Interest Level: 7-12
Annotation: Because scoffers seem to believe that rules are made to be broken, they present an immediate danger to themselves and other workers. This film presents the problem of dealing with such people and makes clear this type of person is not the one employers are seeking.

Series Title: Bread and Butterflies Series
Individual Title: Our Own Two Hands
Description of Item and Components: 16mm film
Producer: Agency for Instructional TV
Copyright Date: 1974
Interest Level: 4-12
Annotation: This film pointsout that human dignity is in the individual, not the job, and that every honest worker contributes to society,

Series Title: Bread and Butterflies Series
Individual Title: People Need People
Description of Item and Components: 16mm film
Producer: Agency for Instructional TV
Copyright Date: 1974
Interest Level: 4-12
Annotation: This film illustrates positive dependent and interdependent relationships in work and leisure activities.

Series Title: Bread and Butterflies Series
Individual Title: Power Play
Description of Item and Components: 16mm film
Producer: Agency for Instructional TV
Copyright Date: 1974
Interest Level: 4-6
Annotation: This film examines the concept of power and how it relates to influencing and working with others.

Individual Title: Telephone Manners
Description of Item and Components: 16mm film
Producer: National Education Media
Copyright Date: 1973
Interest Level: 7-12
Annotation: This film gives tips on courtesy and friendliness when answering the telephone, taking messages, and placing and transferring calls.

Series Title: Your Job
Individual Title: Fitting In
Description of Item and Components: 16mm film
Producer: Coronet
Copyright Date: 1968
Interest Level: 7-12
Annotation: This film illustrates the importance for new employees to understand the rules and customs that different companies have by showing a situation in which two employees did not fit in.

Series Title: Your Job
Individual Title: Getting Ahead
Description of Item and Components: 16mm film
Producer: Coronet
Copyright Date: 1968
Interest Level: 7-12
Annotation: Experienced workers, interviewed on their jobs, give viewers tips for success.

Series Title: Your Job
Individual Title: Good Work Habits
Description of Item and Components: 16mm film
Producer: Coronet
Copyright Date: 1968
Interest Level: 7-12

Annotation: Two young workers demonstrate how good work habits may lead to job satisfaction, a promotion, or a raise.

Series Title: Your Job
Individual Title: You and Your Boss
Producer: Coronet
Copyright Date: 1968
Interest Level: 7-12
Annotation: Various types of worker-supervisor situations illustrate the importance of accepting the authority of an immediate supervisor and working with him/her.

WORLD OF WORK OBJECTIVE 4.2.1.10

The student will describe the importance of time in a particular work setting.

GOAL:

To understand and value the relationship between personal interests and abilities and work options and opportunities

COMPETENCY:

Identifying and relating personal qualities to employment

GRADE LEVEL OF OBJECTIVE:

9-11

NONPRINT RESOURCES:

Series Title:	Learning to Live Series
Individual Title:	Time Structures
Description of Item and Components:	16mm film
Producer:	TV and Radio Film Commission of the Methodist Church
Copyright Date:	1974
Interest Level:	9-12
Annotation:	All of us make decisions on how we are going to spend our time. Some of these decisions are conscious, some are unconscious. Some affect what we will do for the next hour and some affect the rest of our lives. Part of this film discusses these choices and looks at ways we use or structure our time. Teachers will need to guide students in making inferences for on-the-job use of time.

Series Title:	Effective Executive Series #1
Individual Title:	Managing Time
Description of Item and Components:	16mm film
Producer:	Bureau of National Affairs - Washington, D.C.
Copyright Date:	1968
Interest Level:	9-12
Annotation:	Peter Drucker demonstrates how much time an executive can spend on things that do not contribute, and gives advice on how to avoid wasting time. While the film is addressed to executives, students can discuss the meaning of the film to every worker.

WORLD OF WORK OBJECTIVE 4.3.1.1

The student will develop a profile of personal characteristics based on school work, test results, and non-school activities.

GOAL:
To demonstrate a broad range of entry level employability skills

COMPETENCY:
Applying job-seeking skills

GRADE LEVEL OF OBJECTIVE:
9-11

PRINT RESOURCES:

Title:	File of Facts - Rev. Ed.
Copyright Date:	1978
Publisher:	Chronicle Guidance
Interest Level:	9-12
Annotation:	This reference is a very handy file of employment opportunities in various areas of study, detailing the training and education requirements. It lists 3,000 jobs in twenty-four areas of study.

NONPRINT RESOURCES:

Individual Title:	Career Values: What Really Matters to You
Description of Item and Components:	5 filmstrips, 5 cassettes
Producer:	Guidance
Copyright Date:	1974
Interest Level:	8-12
Annotation:	This five part series encourages students to identify and discuss their career-related values; to rank their personal values according to carefully weighted priorities; and to understand that their career values are an important part of their personal development.

Individual Title:	Choosing Your Career
Description of Item and Components:	2 filmstrips, 2 cassettes
Producer:	Guidance
Copyright Date:	1968
Interest Level:	9-12
Annotation:	This is an excellent overview of the world of work, pointing out the advantages and requirements of many specific jobs, and noting the necessity of self-analysis for finding the best job. Interviews with people in specific jobs add much information and interest.

Series Title:	Finding and Getting a Job
Individual Title:	Choosing Your Career; Finding a Job Opening; Applying for a Job; The Job Interview; Your First Months on the Job; You and the Changing World of Work

Description of Item and Components: 6 filmstrips and cassettes
Producer: SVE
Copyright Date: 1974
Interest Level: 8-12
Annotation: In this realistic approach to career and job selection. students are shown how to be successful on the interview and the ways in which employers evaluate employees. There is also a wealth of other information about the job market.

Individual Title: Finding Your Job
Description of Item and Components: 3 records, 6 filmstrips
Producer: Eye Gate
Copyright Date: 1972
Interest Level: 9-12
Annotation: This set stresses the necessity of looking hard at hard at one's own abilities to find a suitable job. The in-depth treatment covers self-analysis, shopping for a job, the interview, career choices, and getting a better job.

Series Title: Lifestyles: Options for Living
Individual Title: What is a Lifestyle?; Values, Goals, Decisions; Making Changes; Decisions in Action
Description of Item and Components: 4 filmstrips, 4 cassettes, spirit masters, manual
Producer: Butterick
Copyright Date: 1976
Annotation: The objective of this series is to show students how to set up personal priorities in choosing a career, deciding where to live, and how to spend their free time. Students learn that the decisions they make have long-range effects.

Series Title: Why We Do What We Do: Human Motivation
Individual Title: Physiological Drives; Psychological Drives; Learned Drives
Description of Item and Components: Filmstrips, cassettes
Producer: Human Relations Media
Copyright Date: 1978
Annotation: This program gives students a useful perspective on feelings and motives to sharpen their insight into their own behavior.

Additional information to help develop competency in this area can be obtained from local sources such as:

Employment agencies
Guidance Counselors
School Psychologists

WORLD OF WORK OBJECTIVE 4.3.1.5

The student will demonstrate skills, attitudes, and behaviors important for a job interview.

GOAL:
To demonstrate a broad range of entry level employability skills

COMPETENCY:
Applying job-seeking skills

GRADE LEVEL OF OBJECTIVE:
9-12

PRINT RESOURCES:

Author: Gelinas, Robert P. and Paul J. Gelinas
Title: How Teenagers Can Get Good Jobs
Copyright Date: 1971
Publisher: Rosen
Interest Level: 7-12
Annotation: This book gives the student information on how to do three things: to analyze their qualifications, to choose a job that will suit them best, and to sell themselves to an employer who needs their services.

Author: Robertson, Jason
Title: How to Win in a Job Interview
Copyright Date: 1978
Publisher: Prentice-Hall
Interest Level: 10-12
Annotation: This book explains the techniques interviewers use to screen employee's personality, skills, and career objectives. Included is a sample interview and the interviewer's reactions.

NONPRINT RESOURCES:

Series Title: Getting a Job
Individual Title: The Job Interview; Making a Career Decision; Preparing to Hold a Job; Looking for a Job
Description of Item and Components: 4 filmstrips, 4 cassettes, manual
Producer: SVE Singer
Copyright Date: 1978
Interest Level: 6-12
Annotation: The program introduces skills students will need in job searching, job interviewing, and career planning. Skill extenders provide preparation and simulation materials.

Series Title: Goofy Goes to Work
Individual Title: The Interview; Before the Search Begins; Making an Application; Which Job's Best for You; Making a Good Impression; Changing Jobs

Description of Item and Components:	6 filmstrips, 6 cassettes, guide
Producer:	Walt Disney
Copyright Date:	1977
Interest Level:	7-12
Annotation:	Goofy takes students on a search for employment and teaches them the "how to's" of job success.
Individual Title:	Locating and Applying For a Job
Description of Item and Components:	1 filmstrip, 1 cassette
Producer:	McKnight
Copyright Date:	1976
Interest Level:	9-12
Annotation:	The program gives suggestions on how to match self to jobs, organize a resume, and write letters of application.
Series Title:	The Scooby-Doo Gang in Help Wanted
Individual Title:	Interviewing and Applications; Resume: Foot in the Door
Description of Item and Components:	2 filmstrips, 2 cassettes
Producer:	Barr
Copyright Date:	1979
Interest Level:	9-12
Annotation:	This program provides suggestions on resume development and the importance of job interviews.

WORLD OF WORK OBJECTIVE 4.3.1.7

The student will identify employers and job opportunities in the local and surrounding communities.

GOAL:

To demonstrate a broad range of entry level employability skills

COMPETENCY:

Applying job-seeking skills

GRADE LEVEL OF OBJECTIVE:

9-11

Information to develop competency in this area can be obtained from local sources such as:

Newspapers (Classified Ads)
Businesses
Employment agencies
Chamber of Commerce
Magazines or Periodicals, Trade journals
Libraries
Multi Services Community Centers
Civil Service Commission
Federal Job Information Center

WORLD OF WORK OBJECTIVE 4.4.1.3

The student will identify alternative personal career goals.

GOAL:
To apply career planning and decision-making skills

COMPETENCY:
Demonstrating career planning and development skills

GRADE LEVEL OF OBJECTIVE:
9-11

PRINT RESOURCES:

Author: Hopke, William E.
Title: The Encyclopedia of Careers and Vocational Guidance (2 vol.)
Copyright Date: 1978
Publisher: Doubleday
Interest Level: 9-12
Annotation: Vol.1 - Planning your career. Vol.2 - Careers and occupations. The books are designed to be used by junior and senior high school students and lists such items as definitions, history, nature, requirements, opportunities, methods of entering, advancement, employment outlook, earnings, work conditions, and social and psychological factors for over 650 occupations.

Author: Pogrebin, Letty C.
Title: Getting Yours: How to Make the System Work for the Working Women
Copyright Date: 1975
Publisher: McKay
Interest Level: 10-12
Annotation: This book discusses the career choices open to American women and the problems of achieving personal and professional fulfillment. It also offers practical advice on overcoming discrimination on the job.

Author: Splaver, Sarah
Title: Nontraditional Careers for Women
Copyright Date: 1973
Publisher: Messner
Interest Level: 10-12
Annotation: The book discusses over 500 careers for women in such fields as law, medicine, science, math, engineering, creative arts, business, manual trades, and government services.

Author: Splaver, Sarah
Title: Paraprofessionals: Careers of the Future and the Present
Copyright Date: 1972
Publisher: Messner
Interest Level: 9-12

Annotation: The book discusses various professions that require less education and training than those of a professional status.

Author: Terkel, Studs
Title: Working
Copyright Date: 1974
Publisher: Random
Interest Level: 10-12
Annotation: Men and women representing a variety of occupations describe the daily routine of their jobs and express their grievances, aims, and dreams.

NONPRINT RESOURCES:

Series Title: Career Awareness: Junior High
Individual Title: Ways of Working; Skilled Workers; Trained Workers, Pt. I & II; Supervisors; Executives; House Managers; Sales People; Performers; Creative Workers; Small Business Owners; What Do You Want to Be?; What Is Your Job Now?; Job Preferences Pt. I & II; Is Every Worker a Hero?; Choosing a Job; Building a Career; Living in the World of Work; Training for a Job; Changing Needs - Changing Jobs; Satisfaction On and Off the Job; Leisure & How to Use It; Balancing Work and Play; Stages of Life
Description of Item and Components: Filmstrips, cassettes, guide
Producer: Learning /rts
Copyright Date: 1974
Interest Level: 6-10
Annotation: This program helps engender an understanding of what work is, why people work, and the interrelation of our basic social and economic structures. Values, economics, and social relationships are discussed as elements that influence decision-making, life styles, and careers.

Series Title: Career Decision Making
Individual Title: Creating a Career; Career Goals; Decision Making, Part I; Self-Exploration: Who Will I Be?; Examining Your Interests; Work Activities; Working Conditions and Physical Demands; Work Situations; Credentials/ Competencies: Get Ready, Get Set, Go; What Are Aptitudes?; Learning About Aptitude; Work Experiences; Economic Influences; Social Influences; Sequences in Self-Exploration
Description of Item and Components: filmstrips, cassettes
Producer: Learning Arts
Copyright Date: n.d.

Interest Level: 8-12
Annotation: These filmstrips give career-bound students an introduction to the meaning of a career and individual career goals, understanding of one's self and one's position in an economic context and the greater human community; and a whole range of work activities and work situations, including personal job credentials, skills, and attitudes.

Individual Title: Career Goals
Description of Item and Components: 1 filmstrip, 1 cassette
Producer: McKnight
Copyright Date: 1977
Interest Level: 6-8
Annotation: The filmstrip points out the common needs of all people and the individual goals of each person.

Individual Title: Creating a Career
Description of Item and Components: 1 filmstrip, 1 cassette
Producer: McKnight
Copyright Date: 1977
Interest Level: 6-12
Annotation: Filmstrip shows how decisions shape a career, affecting how and where one's time is spent and with whom.

Individual Title: Credentials and Competencies: Get Ready, Get Set, Go!
Description of Item and Components: 1 filmstrip, 1 cassette
Producer: McKnight
Copyright Date: 1977
Interest Level: 6-12
Annotation: The program explains the differences between credentials (what you should be able to do) and competencies (what you can do).

Individual Title: Decision Making Pt. I & II
Description of Item and Components: 2 filmstrips, 2 cassettes
Producer: McKnight
Copyright Date: 1977
Interest Level: 6-12
Annotation: The filmstrips explain in great detail the decision making process.

Series Title: Making It On Your Own
Individual Title: On Your Own; Managing Your Money Parts I & II; Your Own Place Parts I & II
Description of Item and Components: 5 filmstrips, 5 cassettes, guide

Producer: Barr
Copyright Date: 1979
Interest Level: 9-12
Annotation: Practical career decisions are discussed in this series of filmstrips. Also, included are topics such as money management, values, and living independently.

Series Title: Careertapes
Description of Item and Components: 18 cassettes
Producer: Visual Education
Copyright Date: 1974
Interest Level: 9-12
Annotation: Each 40 minute Careertape begins with a brief introduction to an occupational interest area and brings together 4 occupational interviews in that interest area. The people interviewed give a variety of facts and feelings about their jobs, but five basic points are covered in each interview: (1) What the job is like and what they do; (2) What they like and don't like about their work; (3) The job's educational and training requirements; (4) Salary ranges; and (5) Future prospects and occupational outlook. The total program is divided into three groupings: I. Exploring the Working World; II. Entering the Job Market Without Specialized Training; and III. Expanding World of Technical Careers.

WORLD OF WORK OBJECTIVE 4.4.1.4

The student will identify steps for making career decisions.

GOAL:
To apply career planning and decision-making skills

COMPETENCY:
Demonstrating career planning and development skills

GRADE LEVEL OF OBJECTIVE:
6-8

PRINT RESOURCES:

Title:	*Job Search, Seizure, Survival*
Copyright Date:	*1978*
Publisher:	*McKnight*
Interest Level:	*9-12*
Annotation:	*This book is designed to outline procedures and skills that are important in locating a job, acquiring a job, and keeping a job.*

NONPRINT RESOURCES:

Individual Title:	*Career Values: What Really Matters To You*
Description of Item and Components:	*5 filmstrips, 5 cassettes, 5 records, guide*
Producer:	*Guidance*
Copyright Date:	*n.d.*
Interest Level:	*7-10*
Annotation:	*Specialists in education, government, and industry emphasize that career values are as important to career planning as interest and ability. This five part resource encourages students to identify and discuss their career-related values; to rank their personal values according to carefully weighed priorities; and to understand that their career values are an important part of their personal development.*

Individual Title:	*Careers and Lifestyles: A Survey*
Description of Item and Components:	*8 filmstrips, 8 cassettes, 8 records, guide*
Producer:	*Guidance*
Copyright Date:	*n.d.*
Annotation:	*This eight part program is designed to help young people conceptualize careers as flexible, changeable aspects of their lifestyles. Autobiographical insights focus on the decision-making processes which lead to career choices and emphasize the strong relationship between personality and career choice.*

Series Title:	*Explore I: Work? Play?*

Objective 4.4.1.4 - Nonprint Resources (continued)

Description of Item and Components:	4 filmstrips, 4 cassettes, 2 student workbooks, guide
Producer:	Scholastic
Copyright Date:	1976
Interest Level:	4-8
Annotation:	The program helps students analyze the hobbies, personal interests, and extra-curricular activities he or she enjoys most, to see how those activities can serve as a stepping stone to a future career.

Series Title:	Explore Unit II: Who? What? When? Why?
Description of Item and Components:	4 filmstrips, cassette and/or record
Producer:	Scholastic
Copyright Date:	1976
Interest Level:	4-8
Annotation:	The program discusses personalities and jobs, jobs that fit with people's needs and skills, type and duration of training, and the reasons why people work.

Series Title:	Getting a Job
Individual Title:	Preparing to Hold a Job; Looking for a Job; The Job Interview; Making a Career Decision
Description of Item and Components:	4 filmstrips, 4 cassettes, guide
Producer:	SVE Singer
Copyright Date:	1978
Interest Level:	6-12
Annotation:	The program introduces those skills a student will need in job searching, job interviewing and career planning. Skill extenders provide simulation materials.

Additional information to help develop competency in this area can be obtained from vertical file resources such as:

Human Resources File (for student use in interviewing local people engaged in specific occupations)

Job Banks or Data on Specific Jobs

Aptitude Tests and/or Inventories

WORLD OF WORK OBJECTIVE 4.4.1.5

The student will identify alternate ways to reach career goals.

GOAL:
To apply career planning and decision-making skills

COMPETENCY:
Demonstrating career planning and development skills

GRADE LEVEL OF OBJECTIVE:
9-11

PRINT RESOURCES:

Author: Bolles, Richard Nelson
Title: The Three Boxes of Life and How to Get Out of Them
Copyright Date: 1978
Publisher: Ten Speed
Interest Level: 10-12
Annotation: The three boxes of life are the periods of education, work, and retirement. This book looks at these three periods, what happens during each of them, and how you might do something about them. This is life/work planning - looking at all of the parts of your life and work at once. It is a useful book in working with students because it incorporates the same concepts as those used in the interest survey, the Self-Directed Search, which is given to students in many schools.

Author: Bolles, Richard Nelson
Title: What Color is Your Parachute? - A Practical Manual for Job Hunters and Career Changers
Copyright Date: 1979
Publisher: Ten Speed
Interest Level: 10-12
Annotation: "Parachute" takes you through the many steps of job hunting and career planning: where to go for help, finding employers, getting in to see them, identifying your skills, knowing the job market, and career changing. This is a useful tool in working with students trying to decide on a career, staff, and members of the community seeking career changes or beginning a career after absence from the job market.

NONPRINT RESOURCES:

Individual Title: Choosing a Vocation
Description of Item and Components: 1 filmstrip, 1 cassette
Producer: Educational Dimensions
Copyright Date: n.d.
Interest Level: 9-12
Annotation: This filmstrip is aimed at students who have chosen to go directly into a trade or vocation. It increases

their awareness of the types of occupations open to them and shows students how to evaluate themselves, the job market, trade schools, and vocational programs.

Series Title: Education/Career/Life Options
Individual Title: After High School; Going to College; Joining Up; Adult Education and Vocational Training; An Adult Job
Description of Item and Components: 5 filmstrips, 5 cassettes, spirit masters, Aptitude Evaluation Program, manual
Producer: Career Aids
Copyright Date: n.d.
Interest Level: 9-12
Annotation: This program examines the critical decisions that young people must make, including college, a job, vocational training, or the armed forces.

Series Title: Finding Your Job
Individual Title: Working for Someone Else; What Can You Do?; Job Shopping; Job Interview; Getting A Better Job; Finding a Career
Description of Item and Components: 6 filmstrips, 3 records, 3 cassettes
Producer: Eye Gate
Copyright Date: 1972
Interest Level: 9-12
Annotation: This set stresses the necessity of looking hard at one's own abilities in order to find a job. The in-depth treatment covers self-analysis, shopping for a job, the interview, career choices, and getting a better job.

Series Title: Making It Vocationally
Description of Item and Components: 12 sound filmstrips
Producer: Current Affairs
Copyright Date: 1975
Interest Level: 9-12
Annotation: How does one choose a job? These filmstrips offer some valuable personal help. They show teenagers how to test their interests while still in school, through focused volunteer work, special training programs, and the early work experience of after school, weekend, and summer jobs. The series was written by Ruth Lembeck, author of Teenage Jobs.

Series Title: Your Life and Your Job: Making Them Work for You
Individual Title: Yes You Can! - Setting Goals and Reaching Them; Making the Most of Your Talents; Leisure: Using It Productively

Objective 4.4.1.5 - Nonprint Resources (continued)

Description of Item and Components:	7 filmstrips, 7 cassettes, 7 records, guides
Producer:	Guidance
Copyright Date:	n.d.
Interest Level:	9-12
Annotation:	This series, built around case histories, will help students make sensible decisions about their life goals and train them to make the best use of their resources, skills, and talents. The first title encourages students to compare themselves to others in terms of goal setting criteria and methods, motivation, ways of reviewing skills and resources, anticipation of obstacles, and development of realistic strategies for handling setbacks. In the second part of the series, individuals tell how they use their talents in their careers and stress the importance of practice, discipline, concentration, patience, and attention in developing and expanding their talents. The third title encourages students to consider their own leisure time in terms of goals such as self-improvement, self-discipline, altruistic pleasure, entertainment, and expanded personal horizons.

WORLD OF WORK OBJECTIVE 4.4.1.6

The student will identify educational opportunities available in selected careers.

GOAL:
To apply career planning and decision-making skills

COMPETENCY:
Demonstrating career planning and development skills

GRADE LEVEL OF OBJECTIVE:
9-11

PRINT RESOURCES:

Author:	United State Bureau of Labor Statistics
Title:	Occupational Outlook Handbook
Copyright Date:	1978-79 Edition
Publisher:	United States Government Printing Office
Interest Level:	9-12
Annotation:	This reference gives information about employment opportunities and jobs in professions, trades, business, industry, agriculture, and government. First published in 1949, biennial revisions keep it up to date.

Author:	United States Employment Service
Title:	Dictionary of Occupational Titles. Third Edition. Two Volumes
Copyright Date:	1965
Publisher:	United States Government Printing Office
Interest Level:	9-12
Annotation:	This publication is an alphabetical listing of standard titles of occupations, trades, and professions. Concise descriptions of the type of work involved are given for each occupation, trade, and profession.

NONPRINT RESOURCES:

Series Title:	Job Attitudes: Working for a Living and Liking It
Individual Title:	On-the-Job Training - Four Case Studies
Description of Item and Components:	4 filmstrips, 2 cassettes, 2 records, guide
Distributor:	Guidance
Copyright Date:	n.d.
Interest Level:	9-12
Annotation:	This program examines some of the on-the-job training programs available to high school graduates. Programs included are advanced vocational education, apprenticeship, an upgrading program, and on-the-job training. The filmstrips stress that on-the-job training is different from textbook learning and that discovering one's personal aptitudes can be a major step forward.

Series Title: Job Attitudes: Working for a Living and Liking It
Individual Title: A Job That Goes Someplace
Description of Item and Components: 2 filmstrips, 2 cassettes, 2 records, guide
Distributor: Guidance
Copyright Date: n.d.
Interest Level: 9-12
Annotation: This program dramatizes various attitudes and personal qualities that produce positive and negative results in the career marketplace. It builds understanding of how career stepping stones work and stresses the importance of careful pre-job planning and positive on-the-job attitudes.

Series Title: Library of Career Counseling Filmstrips
Description of Item and Components: 40 filmstrips, cassettes, guides
Producer: Career Aids
Copyright Date: n.d.
Interest Level: 7-12
Annotation: Each filmstrip provides an overview of the industry involved, descriptions of principle occupations, advantages, disadvantages, salaries and benefits, entry level jobs, working conditions, qualifications, and outlook for the future.

Series Title: Work: Changing Times and Changing Attitudes
Individual Title: Changing Work Ethics
Description of Item and Components: 2 filmstrips, 2 cassettes, 2 records, guide
Producer: Guidance
Copyright Date: 1974
Interest Level: 9-12
Annotation: In these filmstrips, students will learn about reasons for worker dissatisfaction, but they will also learn about job enrichment programs in which jobs are redesigned to offer workers more challenging and gratifying work.

Series Title: Work: Changing Times and Changing Attitudes
Individual Title: Jobs for High School Students
Description of Item and Components: 2 filmstrips, 2 cassettes, 2 records, manual
Distributor: Guidance
Copyright Date: n.d.
Interest Level: 9-12
Annotation: In this set of filmstrips, students get the idea that certain types of jobs may be closely related to their own future career objectives. They are encouraged to distinguish between jobs that may provide useful experience for later employment and those that offer pocket money only.

WORLD OF WORK OBJECTIVE 4.4.1.7

The student will identify criteria for selecting programs, schools, and courses designed to prepare an individual for a job.

GOAL:
To apply career planning and decision-making skills

COMPETENCY:
Demonstrating career planning and development skills

GRADE LEVEL OF OBJECTIVE:
9-11

NONPRINT RESOURCES:

Series Title:	Career Decisions
Individual Title:	Career Direction: High School As Tryout
Description of Item and Components:	4 filmstrips, 4 cassettes, 4 records, guide
Producer:	Guidance
Copyright Date:	1975
Interest Level:	8-12
Annotation:	This program demonstrates how high school experiences can be used by students to identify the kinds of careers for which they might be especially suited.

Series Title:	Career Decisions
Individual Title:	Career Values: What Really Matters to You?
Description of Item and Components:	5 filmstrips, 5 cassettes, 5 records, guide
Producer:	Guidance
Copyright Date:	1975
Interest Level:	8-12
Annotation:	This program emphasizes that career values are as important to career planning as interest and ability.

Series Title:	Career Opportunity Boxes
Description of Item and Components:	8 boxes - each containing approximately 100-125 8½" x 11" cards
Producer:	Time Share
Copyright Date:	1978
Interest Level:	9-12
Annotation:	The series consists of eight boxes of cards containing job information associated with the eight major subject disciplines: English, social studies, math, science, foreign languages, industrial arts, business, and fine arts. Each card describes a particular job for which the subject concerned is necessary or helpful.

Series Title:	Careers Related to Science
Description of Item and Components:	3 filmstrips, 3 cassettes, guide

Distributor: Denoyer-Geppert
Copyright Date: 1977
Interest Level: 8-12
Annotation: The program covers actual on-the-job interviews with people employed at all levels of science-related careers. It includes interviews with people who apply science in lab or shop, do research, and combine an interest in science with a talent for management, business, art, or writing.

Individual Title: Careers in Marine Industries and Science
Description of Item and Components: 2 filmstrips, 2 cassettes, guide
Distributor: Pathescope
Copyright Date: 1977
Interest Level: 8-12
Annotation: The program presents a comprehensive view of the many careers available in marine industries and science.

Series Title: The Choice Is Yours: Making Decisions About School
Individual Title: Better Choice, Better Chance: Selecting A High School Program
Description of Item and Components: 2 filmstrips, 2 cassettes, 2 records, guide
Producer: Guidance
Copyright Date: 1975
Interest Level: 8-12
Annotation: Case histories show students how wise program planning will help them prepare for later educational and career opportunities. The program explains academic, general, and vocational concentrations of study; outlines what these types of programs are designed to achieve; and identifies the kinds of courses associated with each.

WORLD OF WORK OBJECTIVE 4.4.1.15

The student will identify job characteristics which may affect career choice.

GOAL:
To apply career planning and decision-making skills

COMPETENCY:
Demonstrating career planning and development skills

GRADE LEVEL OF OBJECTIVE:
9-11

PRINT RESOURCES:

Author: Lederer, Muriel
Title: The Guide to Career Education
Copyright Date: 1974
Publisher: Quadrangle/The New York Times
Interest Level: 9-12
Annotation: This guide advises the student to explore job characteristics which may serve as guidelines to career development and selection. It gives a description of over 200 occupations.

Title: Opportunities In...
Series Title: VGM Career Horizons Series
Copyright Date: 1979
Publisher: VGM Career Horizons: A Division of National Textbook
Interest Level: 9-12
Annotation: Coverage of each career area begins with the scope of the field, the educational preparation required, and the opportunities for training and apprenticeship. Job characteristics which may affect career choice are discussed at length. Exact titles in this series are listed in Objective 4.1.1.15.

NONPRINT RESOURCES:

Series Title: Career Decision-Making
Individual Title: Work Activities; Working Conditions and Physical Demands; Work Situations; Work Experiences; Economic Influences; Social Influences
Description of Item and Components: 6 filmstrips
Producer: Career Aids
Copyright Date: n.d.
Interest Level: 9-12
Annotation: These filmstrips are part of a program developed by the Appalachian Educational Laboratory, under a grant from the National Institute of Education, as part of their Career Decision-Making Program. These particular filmstrips cover a wide range of work activities, work situations and personal job credentials, skills,

and aptitudes. In Working Conditions and Physical Demands students learn about the varying environments; physical actions such as standing, kneeling or crawling; and physical conditions such as dust, poison, or noise that are part of the job.

Series Title: Choosing the Kind of Job You Want: Unit Two of the Career Directions Program
Description of Item and Components: Resource kit: 2 sound filmstrips with 25 booklets
Producer: Changing Times
Copyright Date: 1974
Interest Level: 9-12
Annotation: This program advises students to apply what they know about themselves toward determining what career choices are best for them.

Individual Title: Job Responsibilities
Description of Item and Components: 2 filmstrips, 1cassette, guide
Producer: Career Aids
Copyright Date: n.d.
Interest Level: 9-12
Annotation: This program explains some of the basic responsibilities that an employer and employee have to each other. Items covered are: accurate information, job description, punctuality, efficient and adequate work, withholding tax, and benefits.

Individual Title: What Are Company Benefits?
Description of Item and Components: Filmstrip, cassette, manual
Producer: Career Aids
Copyright Date: n.d.
Interest Level: 9-12
Annotation: This filmstrip illustrates the benefits, in addition to salary, that a person might get by working for various companies. It deals with such topics as retirement plans, vacations, bonuses, insurance coverage, and sick days.

Series Title: World of Work Series
Individual Title: Your Progress on the Job
Description of Item and Components: Filmstrip
Producer: McKnight
Copyright Date: n.d.
Interest Level: 9-12
Annotation: This filmstrip covers topics such as types of rewards offered employees, the need for helping an employee grow and succeed, and moving up the job ladder.

WORLD OF WORK OBJECTIVE 4.4.1.20

The student will use school and community resources to obtain career information.

GOAL:
To apply career planning and decision-making skills

COMPETENCY:
Demonstrating career planning and development skills

GRADE LEVEL OF OBJECTIVE:
6-8

PRINT RESOURCES:

Author:	Halacy, D.S., Jr.
Title:	Survival in the World of Work
Copyright Date:	1975
Publisher:	Scribner
Interest Level:	7-12
Annotation:	This is a book that helps the student effectively explore the many opportunities which are available for finding a meaningful, satisfying job - a job which may or may not require a college degree. Also, discussed are the meaning and necessity of work in today's world, and the economic and psychological factors involved in the choice of a vocation.

NONPRINT RESOURCES:

Series Title:	ABC's of Getting and Keeping A Job
Individual Title:	The ABC's of Getting and Keeping A Job; Applying for the Job You Want; Budgeting Your Money; Health Rules to Follow; Labor Unions; On the Job; Preparing for the Job You Want; Quizstrip
Description of Item and Components:	8 filmstrips, 4 records, guide
Producer:	Eye Gate
Copyright Date:	1969
Interest Level:	7-12
Annotation:	This program discusses all aspects of searching for, locating, interviewing, applying for, and getting a job.

Series Title:	Career Information System
Description of Item and Components:	Filmstrips, cassettes, charts, file cards suitable for rolodex or card catalog drawer, notebooks, and manual.
Producer:	McKnight
Copyright Date:	n.d.
Interest Level:	6-12

Annotation: The Career Information System element of the Appalachian Educational Laboratory's Career Decision-Making Program indexes and/or files are available career information resources for quick and easy access by students, counselors, and teachers. It uses the Worker Trait Group Arrangement of the Dictionary of Occupational Titles (DOT) developed by the Department of Labor as the basic structural scheme. Students can enter the system to explore occupations from interests, aptitudes, and work activities, as well as from specific job titles. Basic CIS materials include:

- Worker Trait Group Keysort Deck
- 9 CIS Filmstrips with cassettes
- CIS Guide
- Individualized Activities for Career Exploration Checklists
- Worker Trait Group Guide
- School Subject - Occupation Index
- School Subject - Worker Trait Group Chart
- Worker Trait Group Index to Occupational Information
- Preprinted File Cards
- Worker Trait Group File Content Notebook
- CIS Professional Manual

Some of the components can be purchased individually. Two of the filmstrips give an introduction to the system and how to use it.

Series Title: Disney Career Planning Program

Individual Title: Introduction: Why Career Planning; How Careers Influence Lifestyles (and vice-versa); How to Begin Your Personal Career Plan; Six Interest Areas: Do You Fit?; Career Clusters: Understanding the Options; Career Interest Area 1: The Investigators; Career Interest Area 2: The Doers; Career Interest Area 3: The Influencers; Career Interest Area 4: The Helpers; Career Interest Area 5: The Organizers; Career Interest Area 6: The Creators; Career Plans in Action: That First Job

Description of Item and Components: 12 filmstrips, 12 cassettes or records, 12 spirit masters, and guide

Producer: Walt Disney

Copyright Date: 1978

Interest Level: 7-12

Annotation: This program demonstrates the way to begin your personal career plans. It discusses career clusters and career interest areas. Students are taken to Walt Disney World to look at different careers and to observe the many jobs within a big cluster.

Series Title: Getting A Job
Individual Title: Contacting Job Interviews; Agency Interviews; Words You Must Learn; Filling Out An Application; Making A Good Impression; Selling Yourself; Positive Approach; Handling Difficult Questions; Wrap-Up
Description of Item and Components: Cassettes
Producer: McKnight
Copyright Date: n.d.
Interest Level: 9-12
Annotation: This is a course that teaches skills needed to get a job through involvement in and response to taped lessons, practice in preparing application forms, and participation in group discussion and dramatic situations.

Series Title: Goofy Goes to Work
Description of Item and Components: 6 filmstrips, 6 cassettes
Producer: Walt Disney
Copyright Date: 1976
Interest Level: 7-12
Annotation: This program discusses, in detail, the various aspects of locating a job through interviews, job applications, and actually getting a job.

Series Title: Job Rush
Individual Title: Job Prospecting; How to Avoid Application Form Frustration; Resume: A Tool for A Tool; Getting Up for A Job Interview; Civil Service: Jobsville; Goin' Down This Road Feeling Better (CETA Program); To Up A Down; Mary, Alice, and Josephine; Standing By for Your 1-34 (V.A. Preference, Civil Service); You, Too, Leonardo?; Into the Big Unknown
Description of Item and Components: 12 filmstrips, cassettes, guide
Distributor: Career Aids
Copyright Date: n.d.
Interest Level: 7-12
Annotation: These filmstrips help job-seekers deal with the realities of today's employment scene.

Individual Title: Job Seeker Tips Posters
Description of Item and Components: 16 posters, each 10-3/4" x 16-1/2"
Distributor: Career Aids
Copyright Date: n.d.
Interest Level: 6-10
Annotation: Topics covered by these posters include techniques on the how, why, when, and where of job hunting.

Objective 4.4.1.20 - Nonprint Resources (continued)

Additional information to develop competency in this area can be obtained from local sources such as:

Newspapers
Employment Agencies
Job Sites
Government Agencies
Libraries
School Counselors